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<b>Job title</b>	President /CEO of Sanibel & Captiva Islands Chamber of Commerce
<b>Location</b>	Sanibel FL
<b>Hours</b>	Full time; After hours and weekend activities as necessary
<b>Reporting to</b>	Board Chair and Board of Directors

## **The Role**

Reporting to the Board of Directors and its Executive Committee, the President and Chief Executive Officer (CEO) is the Chamber's chief staff officer and accountable for providing executive leadership, strategic direction and vision for the development and fulfillment of the Chamber's mission and vision of the organization.

## **Responsibilities**

As the chief executive officer, responsibilities include the management and direction of revenue development, operations, staff management and development, programs, events, activities and affairs of the organization, as well as the effective engagement of the Chamber's stakeholders—members, sponsors and partners. The CEO serves as the "face of the Chamber," acting as a community leader and ambassador for Sanibel-Captiva Islands in business development and advocacy. The CEO is the strategic leader who, along with a robust staff, collaborates closely with other business and community organizations with the goal of improving the business climate, and supporting the success of its members.

The CEO is accountable to and actively engages with the Chairman of the Board, the Board of Directors and its Executive Committee. CEO participation and engagement includes partnering with the Board Chair to prepare meeting agendas, leading Chamber meetings and engaging closely with the Board and its representatives in addressing issues in business, community, workforce and economic development. The CEO is the official spokesperson for the Chamber and is actively involved in community-wide business and economic-related issues and events, as well as effectively advocating for business at local, state and regional government levels.

## **Selection Criteria**

- **Technology vision and implementation** – Strong destination (tourism) marketing background recognizing the value of cutting edge SEO, internet marketing and social media that drives member businesses.
- **Proven leadership** – Demonstrates ability and pattern of articulate visioning, proactive planning, team-led motivation and skillful execution to successfully attain goals.

- **Membership engagement and retention** – Evidence of building relationships and enhancing customer services in ways that increase member involvement and renewal rates.
- **Staff management and development** – The ability to assemble, develop and coach a high-performing staff to achieve strategic objectives and deliverables.
- **Effective communicator** – Excellent oral and written communication skills, including the ability to engage audiences and deliver persuasive personal and group presentations.
- **Public policy advocacy experience/knowledge** – Demonstrate competency in government relations and the ability to effectively work on wide-ranging public policy issues.
- **Strategic planning/visionary** – Synthesize and assess internal and external factors to develop critical planning and deliberate implementation that leads the Chamber and the Sanibel-Captiva community toward a positive business environment.
- **Volunteer oversight/leadership**– Ability to identify, recruit, train, leverage and recognize volunteers; creates quality relationships with the Board.
- **Financial acumen** – Ensures that the Chamber is on sound financial footing, employs sound financial controls and effectively manages organizational resources.
- **Community/economic development** – Facilitates the Chamber’s role as a key player in projects and programs that drive member benefits and positively impact the area’s economy and quality of life.

## **Essential Duties and Responsibilities**

- Be the leader and chief strategist for the continuing evolution of internet marketing to the benefit of the Chamber and its Members.
- Implement the Chamber’s Annual Strategic Plan.
- Meet or exceed budgeted financial metrics.
- Develop a plan of continued implementation to achieve the following four goals:
- (1) Increase the Chamber’s influence in the region; (2) Enhance and expand the value proposition for the Chamber’s membership; (3) Ensure good governance of the Chamber; and, (4) Ensure excellent communications both within and outside the Chamber.
- With advice and counsel of the Board Chair, develop agendas for all Executive Committee and Board of Director meetings.
- Serve as the chief spokesperson on policy matters for the Chamber.
- Ensure administrative and financial policies and controls, which assure sound fiscal and operational management of Chamber affairs, including the Chamber budget.
- Recruit, train, supervise and develop Chamber staff members.
- Promote growth, retention and expansion of existing member businesses.

## **Qualifications**

- Bachelor’s degree required in related field plus 5 years of equivalent professional experience.
- Strong working knowledge of Microsoft Office Suite (MSWord, Excel, PowerPoint, Access), accounting software, Internet and social media.

- A valid driver's license, reliable transportation and insurance necessary for required travel to meetings and events within the service area.
- Ability to travel to attend meetings and other Chamber events.

## **About the Chamber of Commerce**

Our mission statement: **To promote the prosperity of our members and preserve the quality of life in our community.**

We believe our strength lies both in marketing our islands to the potential visitor and providing tools and information to support our membership. We support our local city and county government to assist our members and residents to ensure an inviting and prosperous community.

Our key tools include our award winning website that receives over one(1) million visitors each year and our award winning Visitors Center that welcomes over 160,000 visitors each year.

Our work environment provides to all our staff a welcoming and inclusive workplace that enables everyone to develop and do their best work.

## **How to apply**

Please send your resume, cover letter and references to:

**sancapchamberexec@gmail.com**

**All applications must be received by 5pm EST Friday, July 16, 2017.**

## **Important Information for Candidates**

### **Pre-employment screening**

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references.

### **Equality of Opportunity**

Entry into employment and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular job and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.