



As the Premier Business Association, the Burlington Chamber of Commerce represents the largest and fastest growing business community in Skagit County.

Connecting Commerce and Community

7/25/2017

Position Open: Chamber of Commerce President/CEO:

The Burlington (WA) Chamber of Commerce is a vibrant business community that includes 340+ members in the dynamic and growing Skagit Valley. Located just an hour north of Seattle and an hour south of British Columbia, the Skagit Valley is both beautiful and strategically located enticing tourists and outdoor enthusiasts to our shopping, community events, coast line and so many other attractions.

The Chamber is seeking a full time President/CEO to lead this organization. The position is appointed by and reports to the Board of Directors. Key responsibilities include:

1. Serves as the voice of the Chamber for constituents, partners, community leaders, and the community in general. Develops strong relationships throughout the community.
2. Serves as a resource for members and the media on local issues that affect business. Serves as liaison to other organizations as well as local government officials. Serves as an advocate for the local business community.
3. Works to ensure a positive image of the Chamber within the membership and the greater community.
4. Works to grow membership through business outreach & marketing to new business.

Overview of Responsibilities:

1. Manage all aspects of the Burlington Chamber of Commerce and the Visitor Information Center (VIC).
2. Provides leadership in the community and acts as a liaison for the Chamber to City and County government regarding the needs of the business community.
3. Maximizes engagement with Chamber members and the business community. Ensures membership growth and development, and works to ensure member satisfaction and retention.
4. Leads a high-performing team, including recruiting, managing, developing, mentoring, and holding accountable all Chamber/VIC employees.
5. Oversees all financial affairs with an emphasis on revenue growth and profitable operations. Prepares annual budget for board approval to meet the Chamber's operational and program objectives for the year ensuring accuracy, accountability and efficiency.
6. Aligns personnel and Chamber resources to operate efficiently by streamlining workflows and duties.
7. Participates in local and state political process by advocating for business/community-improving policies. Fosters a vibrant dialogue with elected officials, and communicates Chamber positions to the broader public.



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8. Promotes Burlington, the Skagit Valley and its business community locally, regionally and nationally.
9. Oversees Chamber events and ensures success for happenings such as monthly Chamber lunch, periodic social events, and multiple community events. This includes allocating of resources and staff, publicity, recruitment of volunteers, and collaboration with other constituents and community groups.
10. Maintains great relationships with other local Chambers and community-oriented organizations.
11. Oversees all Chamber publications, social media, and radio. Seeks ways to increase Chamber and local business visibility through these resources.
12. Manages the day-to-day business operations of the Chamber and VIC, including financial oversight/accountability and management of staff.
13. Successfully solicits, fundraises and secures sponsorships and membership dollars from both private and public sectors.
14. Maintains high level of communication among the Chamber staff, board, members, city leaders, local media, and the general-public.

General Qualifications:

1. Bachelor's degree in marketing, public relations, business or related fields preferred. Relevant experience may be considered in lieu of a Bachelor's degree. CAE, CCE or US Chamber of Commerce Institute graduate preferred.
2. Minimum of 2 years of comparable experience in business, community, or organizational leadership.
3. Experience in leading organizations to collaborate and partner with related constituencies and organizations.
4. Knowledge of business operations and practices; ability to understand and interact with businesses of all sizes and industry.
5. Proven leadership skills; is dynamic, diplomatic, self-motivated, analytical, and has a clear understanding of the vital role that the Chamber plays in supporting and enhancing its business community.
6. Demonstrates exceptional organizational, problem solving and decision-making skills.
7. Demonstrates excellence in public speaking, presentation, communication and writing abilities.
8. Experience in event planning, development, marketing, and social media.
9. Supervisory experience in leading, delegating, motivating and developing support staff and volunteers.

Salary: \$50,000-\$60,000 DOE

Contact and Resumes: search@burlington-chamber.com Application deadline: 8/11/2017