

# **REGIONAL CHAMBERS OF COMMERCE JOB DESCRIPTION**

**Title:** President/CEO  
**Reports to:** Board of Directors

**Job Summary:** Provide overall executive leadership to the Adirondack Regional Chamber of Commerce including: planning, organization, financial management, membership development and service, staff recruitment and retention, and all aspects of ongoing operations. Work with the Board of Directors to create a shared vision for ARCC as well as the ongoing development and implementation of that vision.

## **Credentials:**

### **Education & Experience**

- Bachelors Degree required; advanced degree desirable but not required.
- Chamber and executive leadership experience required.

### **Skills, Abilities and Personal Characteristics**

- Overall leadership skills; able to envision, plan, organize and manage people and activities
- Articulate; communicates clearly, concisely and effectively, both orally and in written form
- Strong interpersonal skills; meets people well
- Exercises appropriate judgment in prioritizing multiple demands; balances and effectively achieves results among a variety of tasks
- Initiative; self-starter
- Goal-oriented; resilient; focused; strong follow-through skills
- Innovatively and creatively solves problems

## **Specific Responsibilities:**

### **Community Relations**

- Serve as the primary spokesperson for the organization in the media and by representing the organization in a wide range of public forums.
- Facilitate and convene meetings and task forces comprised of a diverse set of community organizations for the benefit of the region as a whole.
- Establish a positive working relationship with members, government officials, nonprofit leaders and the community at large to improve the organization's capacity to lead and generate solutions to local challenges and opportunities.

### **Board Relations**

- Play an active role in strategic planning for the organization by participating with the Board of Directors in such an ongoing process, and by proactively making recommendations for the planning process including assumptions, goals, targets, etc.

- Regularly provide operational and strategic information on ARCC operations to the Board of Directors, as well as an analysis of the implications of that information; develop and communicate suggestions for continuous improvement of ARCC activities.

### **Staff Recruitment and Retention**

- Establish and maintain a program for efficient and effective recruitment and retention of staff members of both number and skill set required to achieve the goals of ARCC.
- Create and oversee, in collaboration with the Board of Directors, a comprehensive and competitive salary and benefit program for staff members.
- Develop and maintain a competent and energized management team.

### **Financial Management**

- Assemble and recommend to the Board of Directors annual operating and capital budgets that reflect the programs and goals of the organization.
- Assure the achievement of all tasks required for proper administration of ARCC financial activities; maintain appropriate data, records and controls.
- Communicate and coordinate, as appropriate, with the Board of Directors regarding financial matters.
- Provide regular analysis of financial trends and projections to the Board; recommend responses and strategies.

### **Membership, Recruitment and Retention**

- Regularly assess the needs of the members.
- Deliver services according to member needs.
- Assure a program for the measurement, monitoring and continuous improvement of quality of services and operations.

### **General Operations**

- Assemble and recommend to the Board an annual operating plan including proposed goals and strategies; implement tactics and initiatives to carry out the plan; monitor the plan and make corrections as necessary; provide leadership to the Board for an annual process of evaluation of goal achievement.
- Develop and oversee a marketing program; oversee public relations activities.
- Develop and maintain positive relationships with organizations and individuals who are current or potential customers.
- Network and collaborate with public officials and business leaders to create strategic alliances and partnerships.

### **Personal Development**

- Participate in professional meetings and educational conferences to maintain and enhance professional competence; incorporate new knowledge into plans and operations of ARCC.