

Cambridge Area Chamber of Commerce

Job Description

Job Title: President – Cambridge Area Chamber of Commerce

Reports To: Board of Directors

SUMMARY

The president is the chief executive and administrative officer of the organization. This person will be responsible to the Board of Directors for the daily activities of the Chamber of Commerce, including all administrative, operational, personnel, and financial requirements of the organization. This person is expected to be a leader in the community, primarily representing the private sector, in order to promote business, industry, and civic improvements in the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides key leadership in the community, primarily representing the private sector business and industry. To do this, this person must take an active role and be visible with the individual Chamber members. This person must also be aware of and in touch with member needs and desires obtained through pro-active solicitation and regular feedback from Chamber members.
2. Actively works to carry out and achieve the Chamber mission and vision. Anticipates emerging and long-range problems, issues, and needs, and develops strategies to address those concerns and needs.
3. Develops and establishes credible, healthy relationships with key elected officials, legislators and lobbyists in order to better represent the interests of Chamber members.
4. Actively works to assist small businesses by providing start-up guidance, ongoing business training opportunities, knowledge sharing (networking) opportunities, and counseling to members on problems affecting the local economy.
5. Develops and implements recruitment and retention strategies to increase membership and retain existing members. Provides annual report detailing strategies and results.
6. Focuses on community “Quality of Life” attributes and issues, and actively works to expand and improve quality of life in community.
7. Actively participates with and assists all Board of Directors Committees.
8. Writes and gives speeches to government and business organizations to create greater understanding between community, government, and business organizations.

9. Prepares and submits annual budget to Board of Directors for approval and is accountable for ensuring that the budget is adhered to throughout the fiscal year.
10. Ensures physical office facilities are maintained in a manner that provides for an efficient operation and a professional, “classy” image.
11. Represents Chamber of Commerce at community business activities and functions, which could include evening and weekend appearances.
12. Collaborates with various community and business organizations to enhance the business and economic climate.
13. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Directly supervises all Chamber employees. Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE

Bachelor’s degree (B.A.) from four-year college or university; and a minimum of six years related experience and/or training.

SKILLS AND ABILITIES

Leadership – ability to align and inspire others to achieve objectives; ability to create strategies, motivate people, and achieve results.

Relationship Building – ability to establish trust; initiates and develops long-term relationships and networks as a key priority.

Strategy/Vision – ability to develop a long-term vision for the organization, and strategies to enhance growth and business performance.

Communication – ability to express ideas clearly and simply; listening to others; promoting the timely and ongoing flow of information to others.

Computer Literate – ability to utilize computer business software (i.e. Word, Excel, Email systems, websites, etc.).

Managing People – ability to supervise others and take timely action to address performance issues.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to, stand, sit; talk, hear, and use hands and fingers to operate a computer and telephone keyboard reach.

- Specific vision abilities required by this job include close vision requirements due to computer work
- Light to moderate lifting is required of up to 30 lbs.
- Ability to interact with various and multiple business and community people daily, often in their place of business.
- Regular, predictable attendance is required

WORK ENVIRONMENT

The work environment characteristics described here are representative of those a co-worker encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Moderate noise (i.e. business office with computers, phone, and printers, light traffic).
- Ability to sit at a computer terminal for an extended period of time.
- Work environment can change based on member preferences
- Ability to multi-task multiple priorities/demands from members, the community, and the board of directors while maintaining a professional demeanor at all times.

Reviewed: 3/19