President/Chief Executive Officer

Victoria Chamber of Commerce

Position: President/CEO
Classification: Exempt, Full-Time
Reports to: Chairperson of the Board of Directors
Compensation: Competitive Based on Experience

Objective: Victoria Chamber of Commerce is seeking a dynamic and experienced individual to serve as its President/CEO to lead this community member organization.

RESPONSIBILITIES

- Guides and develops the Chamber’s program of work to support the overall mission
- Directs and implements all policies and procedures adopted by the Board
- Supervises Chamber staff and related activities
- Works with Chamber members to acquaint self with business needs and goals
- Cultivates relationships with city, county, state and federal governments and their elected officials and staff
- Works with and cultivates relationships with other Chambers, the general public and other business organizations in the region
- Develops and directs programs to assure membership recruitment and retention
- Works to achieve budgetary expectations related to fundraising/sponsorship revenue
- Maintains Chamber by-laws
- Must oversee and support the use of technology as it pertains to membership and information management. Technology currently used: membership management, event management, newsletter, website and social media
- Prepares, implements, manages, and reports on the budget and financial activities
- Coordinates the activities of Chamber committees and Board of Directors
- Maintains high level of communication among Chamber officers, directors, staff, committees, and members as well as between the Chamber, the general public and other Chambers of Commerce
- Prepares various reports, correspondence and publications
- Oversees the hiring, performance, evaluation, and compensation of Chamber office staff, and is responsible to the Board of Directors for maintaining staff morale, tenure, and productivity. The President works with leaders within the organizational structure to support and recruit volunteers to accomplish the annual plan of work
- Works with the Board of Directors Chairman to set agenda, oversee membership growth & retention, and determine the Chamber’s involvement in city projects, economic development strategies, and other activities deemed beneficial to Chamber membership and the growth of the community
- Works with the Board of Directors in identifying the needs of the Chamber members and develops a manageable plan of work for meeting those needs. The President will be responsible for communicating with the Executive Committee to ensure the short-term and long-term planning strategies are accomplished
QUALIFICATIONS

• Bachelor’s degree required and U.S. Chamber Institute Graduate preferred
• 10-years of experience in related position highly desirable
• Thorough understanding of the political environment of chambers, trade associations and a diverse business community
• Demonstrated leadership and ability to inspire
• Financial acumen including experience in budgeting, planning, management, and working with a group to accomplish the Chamber’s goals
• Demonstrated revenue creation abilities
• Experience in marketing and event planning and a proven record of implementing social media and technology to build brand
• Experience in developing, implementing and measuring the success of a strategic plan
• Excellent written and verbal communication and interpersonal skills as well as strong public speaking ability
• Willingness to work evenings and weekends as needed to represent the Chamber at community events and meetings
• Ability to set high standards of integrity and ethical conduct throughout the organization and model these behaviors
• Professional attitude and appearance required

APPLICATIONS MATERIALS REQUIRED:

• Cover Letter
• Resume
• Contact information for three references

Deadline for Application Material Submission- Friday, December 13, 2019

Please submit via email to:

Jeff Craig
Chairman Board of Directors
Victoria Chamber of Commerce
jjcraig@victoriatx.org

For additional information please call 361-485-3714.