

Huntsville Walker County Chamber of Commerce
An Equal Opportunity Employer

Job Vacancy
President/CEO

Application Process

The Huntsville Walker County Chamber of Commerce has contracted with DRV Executive Search Services to assist them in seeking a dynamic, visionary leader to fulfill the role of President and CEO.

All qualified applicants are encouraged to apply for this position. **Please do not contact board members.** All applications and inquiries are to be directed to Fred Rush and Dale Dixon of DRV.

The following information should be submitted electronically:

- Letter of interest
- Up-to-date resume that includes current work history listed chronologically, showing positions of employment, dates of service in each position and candidate's education
- Salary and any benefits in current position
- Transcript verifying academic degrees
- Copy of any job-related certifications
- Portfolio of work experiences (programs, events, special projects, etc.)
- A list of references that includes names and current up-to-date phone numbers

Please send the required documents and contact information by email to **both** sites below:

FredRush
frush.drved@gmail.com
(936) 581-0217

Dale Dixon
dixoned43@yahoo.com
(936) 293-0662

Search Timeline

March 19	Post Opening
March 19-May 3	DRV acceptance and review of all applications and conducting of screening interviews as deemed appropriate
April 30	Deadline for applications
May 20-21	First round of Board interviews

May 28	Second round of Board interviews, if necessary, and naming of finalist
June 11	Board meeting to hire new President/CEO
July 1	Date to assume office (Negotiable)

President and CEO Summary Job Description

- Identify and create opportunities to grow the Chamber membership
- Support the business community through innovative ideas and practices
- Meet or exceed budget financial metrics
- Oversee the day-to-day operations of the Chamber, including supervision of the Chamber staff and their opportunities for growth
- Prepare agenda and supporting documents for Board and Executive Board meetings
- Develop goals and objectives for recommendation to the Board
- Serve as the spokesperson and ambassador for the Chamber
- Facilitate all ribbon cuttings, grand openings, networking meetings, etc.
- Recruit volunteers and interns
- Oversee design of the Chamber website including full integration with such programs as ChamberMaster or similar program
- Provide all monthly reports as required by the Board of Directors
- Identify and develop revenue generation opportunities for programs and events
- Monitor continuity and consistency in programs, issues, and finances through a continually evolving Board of Directors

Performance Measures

- Degree of attainment of membership growth and retention metrics
- Degree of attainment of annual goals and objectives developed by the Board of Directors
- Member feedback
- Attainment of personal and Chamber certificate of accreditation

Education and Experience

- Bachelor's degree is preferred. However, three(3) or more years of successful leadership experience with a non-profit organization, business, communications or public relations firm will be considered.
- Familiarity with public relations, marketing campaigns, and media relations

- Superior competency with social media, internet, and Microsoft Office tools
- Excellent verbal and written skills
- Self-starter with a high level of initiative
- Professional and personal organizational skills
- Innovative and detail focused
- Knowledge of economic development principles, the region's economy and political environment, and marketing and branding concepts
- Understand the opportunities for and challenges to the growth and prosperity of large and small businesses in the region and provide programs with those factors in mind
- Must live in Walker County or relocate within six (6) months

Salary

Commensurate with experience