



President & CEO

Dodge City, Kansas
Position Announcement

Position Summary

The Dodge City Area Chamber of Commerce is seeking a President & CEO responsible for all financial, operational, administrative and legal aspects of the daily operations of the Chamber. The selected candidate will play a leadership role in enhancing the business community through identifying membership and community needs, collaborating and executing plans to advance organizational priorities, and guiding Chamber programming and events.

Responsibilities include: providing leadership and guidance related to chamber operations; empowering and guiding staff members; facilitating board relations and communications; establishing fiscally responsible financial procedures; active in membership relations and programming; identifying and increasing committee engagement; enhancing programming and marketing for the Dodge City Days Festival; and developing governmental, civic & association partnerships.

Desired Skills/Behaviors

- Community Minded, Future Focused
- Relationship Developer
- Collaborative
- Resourceful
- Self-Starter
- Marketing/Public Relations
- Attention to Detail
- Task Management
- Financial Discipline
- Communicator (*Written and Verbal*)

Minimum Requirements

- Bachelor's degree in relevant field such as, Business Administration, Public Administration, Social Services or related field (*preferred, not required*)
- Past Chamber, business, non-profit or association experience (*preferred, not required*)

Compensation Package

- Annual base salary: \$60,000 – \$80,000
- Additional benefits: health insurance, phone allowance, professional development support and other organization/community memberships

To Apply

If interested in the President & CEO role with the Dodge City Area Chamber of Commerce, please provide a cover letter, resume and at least three professional references via e-mail to: Michael Burns, Chairman, Board of Directors at mburns@banklandmark.com.

Application deadline is **May 15, 2019**. Applications will continue to be accepted after the application deadline until the position is filled. A background check will be completed as part of the final hiring process.

Contact Us

For more information about the Dodge City Area of Commerce and the Dodge City business community, please visit our website at www.dodgechamber.com. To discuss this management opportunity, benefits and specifics on the President & CEO position for the Dodge City Area Chamber of Commerce contact:

Michael Burns
Chairman, Board of Directors
Phone: (620) 255-2092
mburns@banklandmark.com

Raul De La Torre Jr.
Vice Chairman, Board of Directors
Phone: (620) 770-9217
raul@svmrapidresponse.com

Dodge City Area Chamber of Commerce
President & CEO
Job Description

Reports to

The President & CEO works under the authority granted by the Board of Directors to implement the Board's policies and procedures.

Subordinates

All Chamber staff reports to the President & CEO. Including, but not limited to: Office Manager, Membership Director and Events Director.

Objectives

The President & CEO is responsible for all financial, operational, administrative and legal aspects of the daily operations of the Chamber. These include but are not limited to public relations, marketing, oversight of all programs and events of the Chamber, budgeting and achieving budgeted targets, sound management practices, as well as supervision of paid and volunteer staff.

Substitution

All employees will fill-in for the President & CEO in an absence. The President & CEO's duties will be distributed amongst all employees. In the event that the President & CEO is absent for a long period of time the Board can determine to name an Interim President & CEO.

Operational Duties and Responsibilities

1. Oversee the growth and development of the membership base.
2. Oversee and support staff and develop short and long term staff development plans.
3. Oversee all financial, management and administrative aspects of the Chamber.
4. Provide leadership in developing organizational and financial plans with the Board of Directors and staff, and carry out plans and policies as authorized by the Board.
5. Identify and cultivate partner organizations locally, regionally and nationally for mutual program benefits.
6. Promote and participate in activities of partner organizations and volunteers in Chamber's work.
7. Maintain a working knowledge of significant developments and trends in cultural, economic and political environments in the Dodge City and Ford County area.
8. Maintain fiscal responsibility for the annual operation budget of approximately \$500,000 of gross revenue and report to the Board monthly.
9. Provides oversight in the organization, preparation and execution of the annual Dodge City Days Festival, including programming, fundraising and marketing the festival.
10. Oversee, update and make recommendations to the current programs of the Chamber and work with staff to develop programs to reach objectives and goals of the Chamber Board.
11. Lead a strategic planning process that positions the Chamber to effectively deal with emerging and changing business trends and needs.
12. Provide leadership in developing fundraising plans with staff and the Board of Directors.

13. Oversee and support fundraising efforts including special events, sponsorships and corporate/small business solicitations.
14. Initiate and assist the Board of Directors in recommending and developing operational policies.
15. Keep the Board of Directors fully informed on all items pertinent in the ongoing operation of the Chamber.
16. Work to stimulate Board member involvement in the workings of the Chamber.
17. Communicate regularly with committee chairs.
18. Prepares, in consultation with the Chairperson, the agenda for Board of Directors meetings and strategic planning retreats.
19. Anticipate the political, social and economic issues that will affect the Dodge City area business community and recommend appropriate action and responses.
20. Identify and strengthen working relationships with business and community leaders.
21. Oversee the development and production of all Chamber printed material and publications in cooperation with the Marketing Director.
22. Provide and promote speaking engagements to both the media and other organizations to promote the activities of the Chamber.

Personnel Duties and Responsibilities

1. Develop and administer Board-approved personnel policies.
2. Ensure proper hiring and termination procedures as required by law.
3. Oversee all staff disciplinary action.
4. Provide annual evaluations for all staff members.
5. Encourage staff development and education.

Education

Bachelor's degree in relevant field such as, Business Administration, Public Administration, Social Services or related field is preferred.

Knowledge, Skills and Abilities

1. Ability to work both independently and within a team environment to provide effective management of the Chamber.
2. Ability to supervise Chamber staff by properly and effectively guiding performance to assure the quality and completion of work assignments.
3. Ability to independently evaluate work performance, to motivate personnel and to modify behavior and performance where necessary and appropriate.
4. Ability to self-motivate, multi-task and manage time.
5. Ability to work with a diverse population of community leaders, volunteers and Chamber members.
6. Knowledge of finance and budgeting.
7. Ability to create and initiate projects and follow-through to completion.
8. Possess knowledge of MS Outlook, MS Word and MS Excel.
9. Ability to develop rapport, trust and open communication with Chamber staff and membership.
10. Ability to effectively communicate both orally and in writing.

Performance Evaluation – President & CEO

Operating Year: _____

*1 = Unsatisfactory; 2 = Needs Improvement; 3 = Meets Expectation;
4 = Exceeds Expectations; 5 = Outstanding*

Board Relations

1 2 3 4 5 Understands the proper role of the Chamber Board of Directors. Responds to the board chairman and board members in a timely and satisfactory manner. Communicates with and properly informs board and committee members as expected. Is receptive to constructive input, advice and suggestions.

Annual Defined Objective: _____

Comments: _____

Membership Support

1 2 3 4 5 Is actively involved in membership relations. Provides appropriate and satisfactory support to the Chamber membership. Is proactive in establishing and documenting Chamber benefits programming for our current members as well as potential new members. Distributes a satisfactory level of communication from the Chamber to the membership. Spends the right amount of time in the office as well as outside of the office attending to duties.

Annual Defined Objective: _____

Comments: _____

Committee Activities

1 2 3 4 5 Designates an appropriate level of staff support to Chamber committees. Provides staff assistance to projects and activities in a timely manner as requested. Seeks ways to involve the Chamber membership in Chamber activities.

Annual Defined Objective: _____

Comments: _____

Dodge City Days

1 2 3 4 5 Provides oversight in the organization, preparation and execution of the annual Dodge City Days Festival. Evaluates the programming organized by the Chamber during the festival. Provides oversight in establishing the necessary financial partnerships to fund the Chamber’s programming during the festival. Is integral in developing and executing a statewide marketing plan to promote the festival.

Annual Defined Objective: _____

Comments: _____

Financial Procedures

1 2 3 4 5 Provides financial reports in a clear and easily understood fashion. Exhibits sound fiscal responsibility in managing funds for programs and budget. Thoroughly prepares annual budget for board review. Establishes satisfactory financial safeguards.

Annual Defined Objective: _____

Comments: _____

Staff Management

1 2 3 4 5 Cultivates and maintains an effective staff and support team to handle the needs of the Chamber and Board.

Annual Defined Objective: _____

Comments: _____

Chamber Partnerships / City, Region & State Levels

1 2 3 4 5 Is an integral part of the city through participation on city and county activities representing the Chamber. Crafts appropriate plans for the cooperative work with the City, County, Dodge City / Ford County Economic Development, and Dodge City Convention & Visitors Bureau. Maintains composure, personal conduct and attitude benefitting this position. Is a visible and effective advocate for the Chamber of Commerce.

Annual Defined Objective: _____

Comments: _____

Chamber Operations

1 2 3 4 5 Provides leadership and guidance annually developing a strategic plan for the organization. Facilitates and accomplishes short-term and long-term planning objectives outlined in the strategic plan. Actively seeks new revenue streams through additional programming, as well as implementing new ideas and approaches to programs that the Chamber has historically operated. Is active in improving the technology capabilities for the organization.

Annual Defined Objective: _____

Comments: _____

Other Comments

**Dodge City Area Chamber of Commerce
One-Page Strategic Plan – 2019**

Mission
Enhance the business climate and quality of life in Dodge City through enrichment programs and membership services.

Target Stakeholders
Young Entrepreneurs Small Business Owners Professionals & Business Owners Integrating into Community
Young Professionals Community Leaders

Organizational Critical Drivers
Membership Satisfaction: 80% / 85% / 90% Membership Retention: 92% / 95% / 98% New Members: 15 / 20 / 25

2019 Core Values
Educate: Business owners and managers to operate successful businesses that reinvest in our community. Facilitate: The leadership development for future leaders of our community. Advocate: For initiatives and issues that will improve our community. Celebrate: Our successes and heritage that promote a quality of life in our community.

1-Year Goals
Membership Revenue: \$202,800 Non-Membership Revenue: \$90,000 <i>(Not including Dodge City Days)</i> Non-Membership Profit: \$35,000 <i>(Not including Dodge City Days)</i> Dodge City Days Profit/Loss: + \$10,000

1-Year Projects	Key Initiatives - 2019	Key Results - 2019
1 – Membership Services	Educate Chamber members and Dodge City community members about the Chamber’s mission, vision, values and purpose.	Create and deploy a Chamber marketing/PR campaign that promotes the Chamber’s purpose and member benefits. Continue providing educational programs to heighten the Chamber’s exposure and reinstate quarterly Membership 101 presentations.
2 – Multicultural Business Engagement	Increase multicultural business owner and leader engagement in Chamber programs, events, volunteer opportunities and in civic roles throughout the community.	Execute two quality of life events tailored to the multicultural community by the end of Q4 2019 and develop quarterly programs and trainings tailored to multicultural business ownership.
3 – Dodge City Days	Define opportunities, revenue enhancements and long-term priorities in support of the Dodge City Days Festival.	Formalize the committee structure and overall infrastructure in order to achieve long term sustainability.
4 – Business Advocacy Committee	Establish a group of 8 to 12 business leaders that will drive positive dialogue on legislative issues impacting Dodge City with local, state and federal officials	Develop an initial Chamber Legislative Agenda. Build a network of local leaders to advocate legislative priorities. Communicate quarterly with legislative staffers to keep up to date on issues.
5 – Operational Priorities	Collaborate with DC/FC Economic Development in conducting community town halls to refresh the Dodge City/Ford County Strategic Plan.	Establish the Chamber’s priorities in the Dodge City Strategic Plan. The result will define objectives and outcomes for each priority and be incorporated in the 2020 Chamber One-Page Strategic Plan.
6 – Workforce Development	Through interactions (assessments or meetings), identify the workforce skills and needs desired by Dodge City businesses.	Update, promote, and better utilize the Dodge City Has Jobs website. Partner with USD 443 on the Chamber’s role in the Pathways Program.