



Nantucket Island Chamber of Commerce

Job Description: **President & CEO**
Reports to: NICC Board of Directors

Overview:

The Nantucket Island Chamber of Commerce is a vibrant, growing community of member businesses and nonprofit organizations from the Island, the Cape Cod region and beyond. The President & CEO leads the Chamber's effort to serve as a constant support, advocate and resource for business and non-profit organizations in our thriving island community. The President & CEO role requires a uniquely qualified professional who is as comfortable being the 'face' of the organization while focusing on financial analysis and strategic planning efforts to ensure the Chamber continues to be successful for years to come. Self-motivation and poise coupled with an ability to organize, plan, lead, inspire, motivate and manage at both a macro and micro levels is ideal. The President & CEO must also possess strong critical thinking and analytical skills, excellent verbal and written communication skills, the ability to demonstrate the value of the Nantucket Island Chamber of Commerce to current and potential members and sponsors, have good listening skills and be open to receiving constructive feedback, as well as have a passion for member engagement, networking and collaboration.

The Nantucket Chamber of Commerce's focus is to promote tourism and economic development with emphasis on strengthening and supporting our vibrant year-round and seasonal business community. NICC acts as the Regional Tourism Council for MOTT which is The Massachusetts Office of Travel & Tourism- the state agency dedicated to promoting Massachusetts as a leisure-travel destination.

Job Description and Scope of Work:

The President & CEO is employed by the Nantucket Island Chamber of Commerce Board of Directors and is responsible for effectively leading the overall operations of the organization such that it successfully achieves its mission of service to members.

The primary role of the President & CEO is to maintain the integrity, philosophy, and mission of the Nantucket Island Chamber of Commerce amongst its 750+ active members, collaborative community organizations, their leaders, and the general public.

The ideal candidate will be a champion for *very small* business, with experience working with local and state level leadership and will be a dynamic strategic thinker. Experience working with the Massachusetts Office of Travel and Tourism is preferred. Those with experience working with trade associations or other medium size non-profits are encouraged to apply. Memberships, sponsorships, grants and community partnerships are a significant focus in this role and comfortably and strategically navigating local and state politics is essential.

The NICC President & CEO will oversee and support:

- Member Events: member events such as educational workshops and networking programs are integral to the Chamber's operations.
- Economic Development – role of Nantucket Island Center of Entrepreneurship (NICE) and promoting economic development on Nantucket
- Maintain relationship with key grant makers (MOTT and ReMain); ensure KPIs are reports are submitted and maintained.
- Sustainability and Economic Development of Downtown in collaboration with ReMain Nantucket
- Business Advocacy – Works with Regional Tourism Councils, other DMOs and Chambers, to advocate for businesses at the local, state, and federal level.

Required Skills:

- Executive leadership experience
- Experience in developing strategic plans and organizational goal setting
- Experience and demonstrated excellence managing fiscal performance, budgets and business administration



- Excellent communication (oral and written) and public speaking skills

Technological Efficiencies:

- Macintosh and Windows Operating Systems
- Windows Office Suite
- Technological efficiency and competence for managing self, staff, events, and board members and meetings
- Quickbooks Software
- Social Media
- Google Suite
- Slack

Qualifications:

- Education: Bachelor's degree in business related field. MBA or Master's Degree preferred. Extraordinary experience and results coupled with ongoing learning could substitute for formal education.
- Experience: Minimum of five years industry experience, and minimum of five years Executive level experience, plus a history of community involvement.

Benefits:

- Paid Time Off
- Health Insurance Benefits
- Relocation allowance

Schedule:

- Monday-Friday
- Evenings and weekends as needed for Chamber related events including: Nantucket Signature Events - Nantucket Christmas Stroll, Red Ticket Drawing, Christmas Tree Lighting, Nantucket New Years, Daffodil Festival Weekend, Cranberry Festival

Salary: \$70,000 + (Commensurate with experience)

Please send resumes + CV to: ackchamber@nantucketchamber.org

COVID-19 considerations:

The President & CEO will be able to enact and enforce appropriate COVID-19 protocol(s) they deem appropriate within the office for themselves, other staff, and visitors.