

President / CEO
Cheyenne County Chamber of Commerce

Reports to: Board of Directors

Role Description

The President / CEO shall function as the Chief Executive Officer of the Cheyenne County Chamber of Commerce. The principle role of the position is to ensure the effective operation of the Chamber while coordinating all organizational activities including: programs, membership, employment, training, supervision of staff and fiscal responsibilities. The President / CEO shall provide the leadership to conduct the organization to fulfill the purposes as followed:

Unite the business and commercial interests of the area into a comprehensive working organization; advance and perpetuate the commercial, industrial, historic and civic interests of the area; promote integrity and good faith, business and industry; promote and assist in locating, building, encouraging and establishing industrial and commercial business; compile, maintain and distribute industrial, commercial and civic statistics and information of value; encourage and attract prospective residents, shoppers and tourists to the general area. Ultimately, ensuring that they are creating an environment for business to grow in Cheyenne County.

A. Essential Functions

1. **Program of Work** - Through the development of committees, is responsible for identification of long-range planning needs of the Chamber and community with the preparation of a program designed to meet these needs. Utilizes continuous improvement processes focusing on the attainment of program and community goals.
2. **Chamber Structure, Policy and Procedure Development** - Provides the leadership to ensure that the Chamber functions with maximum efficiency. As established by the Board of Directors, assists committees, members and staff in the interpretation of policy that will promote the vision and mission of the organization. Identifies and implements solutions to challenges that face the Chamber and community. Recommends changes in the organizational structure and internal operating procedures to the Board of Directors, for input and approval.
3. **Volunteers** - Recruits, motivates and organizes effective utilization of volunteers within Chamber's/ community activities.
4. **Finances** - Develops an annual budget with the Finance Committee that relates to program goals and objectives for Board approval. Oversees all expenditures within the framework of the budget. Monitors the preparation and accuracy of the financial report statements presented to the Board. Ensures financial records and presented to the Board.
5. **Membership** - Responsible for recruitment and retention of new members to the Chamber striving to meet budget goals. Involves Board members, staff, and volunteers in annual membership campaigns.
6. **Relationships** -
 1. With the Board of Directors - The President / CEO shall effectively communicate and update members on Chamber activities and events. Responsible for developing meeting agendas and maintaining organization records. Ensures that the Chamber policy as established by the Board is properly recorded and documented in policy manual. Assists the Board in preparation of statements of Chamber position on public issues.
 2. Chamber Members - The President / CEO shall motivate members to support personal and financial commitment to the organization's activities and events. Analyzes and interprets the needs of members and recommends revisions in programs to improve services and assist with adding value to Chamber membership. The President / CEO will assist members to develop

ideas, and create proposals translating concepts into action plans that will promote organizational goals.

3. City/County – Promote retail economic development and report quarterly to City. Report annually to County Commissioners.

4. Community - Represents the organization at appropriate meetings, serving as close liaison with all groups, being a spokesperson on pertinent issues. Utilizes effective communication skills to counsel and advise on development of programs and activities affecting the business community. Reviews and evaluates legislation which will impact the Chamber's goals and policies, and discusses action with committees and Board for study and future action.

7. **Staff** - Responsible for the hiring, and supervision of office personnel, assigning their duties, overseeing completed work completed, and establishing terms of employment within the framework of the approved budget. Implement personnel policies, conducts performance evaluations and plans for participation in service training to further develop work skills.

8. **Facilities** – President / CEO is responsible for the location and maintenance of facilities which will provide for an efficient operation and positive image for the Chamber organization.

Marginal Functions

1. **Chamber Committee Meetings** - attends and participates on a regular basis.

Measurement of Effective Performance -

- Budget goals are met.
- Member recruitment and retention goals are met.
- Project and events meet or exceed budget goals.
- The Chamber has a good image in the community as measured by member satisfaction retention rate, and participation in programs/events.
- Annual Priority Goals set by the Board are accomplished.

Knowledge, Skills, Abilities, and Characteristics

- Requires good verbal and written communications skills, with attention to detail.
- Requires job enthusiasm and desire to help reach the organization goals.
- Demonstrated computer experience is essential.
- Must understand financial processes used in non-profit organizations.
- Strong organizational leadership skills are essential.
- Demonstrated promotional development skills.

Qualifications

- College degree in business administration, management or other business-related field, or equivalent experience in related work.
- Knowledge of QuickBooks is preferred.

Resume and Cover Letter may be sent to:

Board Chairman- Steve Wolff by email: swolffpak@gmail.com