

Greater Concord Chamber of Commerce

Job Title: President/CEO
Reports to: Board of Directors
Classification: Regular, Full-time, Exempt
Salary: \$85,000-\$110,000
Contact: jobs@concordchamber.com

The Chamber

The Greater Concord Chamber of Commerce, a partner in business, is the premier chamber in Contra Costa County and we are proud to have served the Concord community for over 80 years. Chartered in 1937, our mission is to foster a climate in which our members can operate more successfully, realizing the benefits of increased economic activity and community involvement.

Responsibilities

- Provide high-profile leadership, vision, guidance, and strategic direction for the programs and personnel of the Concord Chamber
- Manage operations of Greater Concord Chamber of Commerce including, but not limited to: day-to-day operations, finances, communications, customer service, event management, membership, volunteer management, committee meetings, board meetings, social media, website
- Manage employees, currently: Membership Director and Director of Programs and Marketing for the Chamber as well as several staff members representing Visit Concord
- Carry out the program of work, with the aid of staff, as directed by the Board of Directors
- Liaison between staff and Board of Directors
- Attend all Executive Committee and Board of Directors meetings and act as Secretary
- Establish and maintain relationships with government officials, outside business leaders, school district officials, and Chairman's Circle members
- Meet with members/non-members who want to discuss Chamber issues, products, activities, etc.
- Attend internal committee meetings in a supervisory position – including but not limited to: Government/Economic Policy, Business Education, Senior Event, Crab Feed, etc.
- Attend and bring recommendations from Western Association of Chamber Executives events/sessions/conferences
- Research and recommend innovative ideas with long-term vision for Chamber to Board of Directors
- Represent Chamber at Ribbon Cuttings, Grand Openings, SBDC meetings, open houses, City Council Meetings, Todos Santos Business Association, 5 C's Chamber Executive Meetings, Rotary Club of Concord, Concord Sister City Ambassadors, East Bay Leadership Council Economic Development Task Force and more
- Facilitate Chairman's Circle Sponsorships and cultivate relationships

- Prepare and implement annual budget with Chair of the Board and Vice Chair of Budget/Finance
- Prepare/analyze monthly reports for the Board of Directors, including financial and membership reports

Qualifications

- A minimum of 5 years of experience in executive management/leadership positions with the private, public, or non-profit sectors demonstrating progressively greater responsibility
- Bachelor's degree required— related experience will be considered in lieu of academic credentials
- Dynamic leader with excellent strategic planning and public speaking skills
- Experienced in collaborating with government, legislative, public policy, and business leaders
- An excellent internal leader recognized for the ability to develop, motivate, and build functional teams that consistently achieve and maintain superior levels of performance
- Experience with fundraising, creating financially successful events and securing sponsorships from businesses and business leaders
- A creative problem solver who responds to new challenges quickly and effectively
- Ability to lead staff and Board efforts to achieve the mission and goals of the Chamber as approved by the Board of Directors
- Demonstrated senior leadership in an organization of comparable size, overseeing and working in close collaboration with a Board of Directors
- Demonstrated ability to build partnerships and alliances with a broad range of constituents
- Ability to build value for members with a focus on maintaining and growing membership
- Ability to be the face of the Chamber, serving as spokesperson and advocate for the business community
- Ability to promote an open, inclusive environment with the staff, board, committee members, and other volunteers
- An individual who is passionate about quality of life, the success of business, and is invested in the Concord community