



POSITION DESCRIPTION: PRESIDENT & CHIEF EXECUTIVE OFFICER

This position profile outlines the duties and requirements for the President and Chief Executive Officer. The overall responsibility of this position is to plan, organize and direct operations of the Chamber to effectively execute the annual Work Plan. The CEO is responsible for the Chamber budget; employment, termination, training, and supervision of staff, except for the V.P. of Finance and Operations which requires joint consultation with the Executive Committee; interpretation of policy; maintenance of facilities; and other duties as directed by the Board of Directors. The President reflects the Chamber's communications and outreach to the community and must constantly strive to develop a better public understanding of the purpose and functions of the Chamber. The President also serves as the President of the Virginia Peninsula Chamber Foundation.

ABOUT THE VIRGINIA PENINSULA CHAMBER OF COMMERCE (VPCC)

The VPCC, a business development organization, serves over 700 members and an additional 700 affiliate members in a population base of 530,000, with over 13,000 business entities, 4 major military installations, a major NASA research facility, a Department of Energy laboratory, various National Park Service sites, and more.... The VPCC coordinates the development of public policy, fosters strategic alliances, and serves as liaison with regional military commands and installations. It facilitates the solution of business related community issues through collaboration and facilitation by bringing solution-oriented resources together.

The Virginia Peninsula Chamber of Commerce provides leadership for the continued development of a viable and sustainable economic climate for the Virginia Peninsula and the greater Hampton Roads region.

The VPCC offers traditional Chamber of Commerce services and programs to its membership; these include, but are not limited to, the following areas of service: community and economic development, legislative affairs, small business development, quality of life, weekly newsletters and updates, monthly networking functions, leadership training and a membership directory.

Number of Employees: 5

Budget: \$750,000

CHAMBER MISSION

The mission of the VPCC is to "Connect Business with Opportunity" through Facilitation, Advocacy, Communication, and Education.

POSITION OBJECTIVE

The President is expected to provide visionary leadership and is responsible for overseeing day-to-day operations and the long-term success of the VPCC. This individual will serve as the primary spokesperson for the organization and will have responsibilities for designing programs, organizing resources, and directing staff, to conduct activities necessary to effectively carry out the goals set by the Board of Directors.

He/she is responsible for strategic planning, interpretation of policy, and the development of the Chamber's annual budget. In addition, this position oversees the development of the organization's structure, budget and finances, employee development, supervision of staff, the maintenance of the Chamber headquarters, as well as volunteer development for the Chamber. The President serves at the direction of The Board of Directors.

Direct reports include Vice President of Finance and Operations; the Executive Director of the Virginia Peninsula Chamber Foundation (VPCF), if so engaged; and, all other personnel as may be employed to meet the mission of the Chamber.

TOP PRIORITIES

- Be the visionary leader and the voice of business for the community.
- Develop strong and meaningful relationships with all constituents and maintain effective ongoing communication with partners.
- Develop structure around Chamber activities to continue financial sustainability.

ESSENTIAL FUNCTIONS

The following examples are meant to be illustrative only and are not intended to be all inclusive:

Strategic & Operational Planning – In conjunction with the Board of Directors and staff, develops and implements a strategic, long-range plan and annual Action Plan to advance the Chamber's mission.

Vision/Governance – Acts as the organization's visionary by formulating and communicating a vision that defines the roles of the Chamber. Understands and communicates the requirements of the organization's bylaws and structure.

Public Perception - Responsible for the Chamber and CVB's image and communicating their purpose and message for each side of the organization. Create a climate that will maximize positive economic growth through creative leadership.

Community Relations – Identifies, establishes, and maintains strategic linkages with political and governmental leaders, businesses, and organizations whose influence, support and/or assistance could be of value to the Chamber. Participates in local, state, and national organizations related to the organization's mission. Acts, in conjunction with the Chair of the Board, as the organization's primary spokesperson.

Board Relations – Builds and maintains strong relationships and communications with the Chair of the Board, Executive Committee, and Board of Directors. Communicates with the board

regarding the organization's vision, mission and strategic direction and tactical goals. Analyzes and prioritizes issues and develops recommendations for Board actions as appropriate. Aids in the identification and recruitment of Board members.

Policy Development, Implementations & Interpretation – Recommends to and assists the Board in the development of policy, as needed, and is responsible for the execution of policies adopted by the Board. Responsible for the proper order of business as established in the Chamber's bylaws.

Organization Structure & Procedures – Continuously evaluates the Chamber Organization structure, policies, and procedures to ensure their effectiveness in identifying and addressing Chamber and community needs and issues. Recommends changes in structure, procedures and policies as needed.

Advocacy & Public Policy – Collaborates with the Board and the Chamber's Public Policy Committee to identify and manage the Chamber's relations with the advocacy efforts before local, state, and federal government with government officials, delivering testimony and building coalitions among those with similar views. Develops and communicates legislative and public affairs positions, as approved by the Board of Directors. Serves as the chief spokesperson on policy matters for the Chamber.

Membership Relations, Development & Retention – Provides leadership in membership services to ensure there is a compelling value proposition for current and prospective members. Works effectively with executives of companies and organizations of all types and sizes across the broad range of Chamber members throughout the chamber's market area. Ensures the effectiveness of current member benefit programs and with the V.P. of Finance and Operations, analyze and interpret the needs of members and recommends revisions to increase membership value, engagement, and financial support.

Program & Services Development – Provides staff and committees with the tools, guidance and resources needed to develop new, creative, value-added programs, benefits and services for the membership, reviews and evaluates program and benefit proposals to help ensure their effectiveness.

Budget & Finances – Develops annual budget in conjunction with priorities recommended by the Finance Committee and determined by the Board of Directors. Manages revenues and expenses in accordance with established budget and ensures the preparation of accurate and timely financial statements.

Staff Administration - Works with senior staff to ensure that the organization's workforce development plan meets current and future staffing needs within the framework of the approved budget.

Chamber Office – Works with the Vice President of Finance and Operations to maintain the Chamber office and conference facility to ensure their efficient operation, professional appearance, and atmosphere for Chamber members, industry stakeholders, visitors, investors, vendors, and the general public.

Committee Responsibilities – Provides staff support specifically related to the following governing bodies and committees:

- Chamber Board of Directors
- Executive Committee
- Military Advisory Council
- Chamber Foundation Board

GENERAL RESPONSIBILITIES

- Functions in accordance with VPCC operational guidelines and within his/her professional code of ethics.
- Maintains a professional, courteous demeanor while conducting business inside and outside the organization.
- Participates in and contributes to the various staff development activities of the VPCC.
- Provides strong team leadership and strives to make the organization a good place to work.
- Participates in extended, over-night travel to fulfill objectives of the position as necessary.
- Identifies and evaluates issues, reaches sound decisions, and generates alternatives, if necessary. Considers the effects of decisions on organization. Seeks prior approval when necessary before acting.
- Demonstrates well balanced thinking between taking “risks” and practical considerations, demonstrating knowledge of pertinent policies and procedures.
- Assumes responsibility for actions and takes ownership of work assigned and work presumed assigned. Maintains the trust and assurance of others. Meets schedules and deadlines as necessary to complete work assignments.
- Demonstrates overall adherence to work schedules, office hours and punctuality at meetings.

SKILLS & ABILITIES

- Ability to create and effectively communicate the vision and mission of the Chamber.
- Strong media relations and presentation skills.
- Ability to establish and execute clear goals for the Chamber.
- Strong leadership skills to motivate and inspire others to reach a higher goal.
- Ability to collaborate and build consensus among diverse groups.
- Ability to build strong relationships with City, County, State, military, education, industry and business leaders.
- Ability to assimilate and become part of the community.
- Strong financial acumen (strategic view/funding needs).
- Ability to design, interpret and communicate complex information and reporting.
- Proficient in computer operations for general business purposes.

DESIRABLE EDUCATION, TRAINING, AND EXPERIENCE

- At least 10 years’ experience in an Executive-level position with a Chamber of Commerce, combined chamber/CVB experience preferred or Non-Profit.

- Bachelor's degree in business management, communications or related field required, advanced degree preferred.
- IOM certification preferred.
- Proven experience in consensus and relationship building required.
- At least 10 years of operational experience, understanding the framework of operational aspects (budgeting, finance, IT, HR, contract negotiations, etc.).
- Record of accomplishment in successfully developing and implementing strategic plans.
- At least 5 years of experience leading board members and volunteers.
- General understanding of Legislative Affairs required.
- Strong understanding of economic development required.

PERSONALITY CHARACTERISTICS

- Visionary/forward thinker
- Driven/self-Motivated/Strong work ethic
- Integrity/moral center
- Visible
- Humble
- Executive Presence/creates great first impression
- Approachable
- Deal maker and deal closer
- Politically savvy
- Passionately enthusiastic
- Determined and thick-skinned
- Common sense

EMPLOYEE EVALUATION

Annual evaluation of the employee will be based upon their ability to meet the yearly goals & objectives of the position as communicated to them by the Executive Committee. Additional consideration will be given to:

- The extent to which the principal responsibilities listed in this job description are satisfied;
- Adaptability (ability to perform effectively in the face of changing job demands);
- Initiative (taking necessary and appropriate action on one's own);
- Such factors as reliability, motivation, creativity, cooperativeness, and appearance.

PHYSICAL REQUIREMENTS

Consistently performs bending, squatting, sorting, kneeling, and reaching to ground level and overhead.

- Frequently lifts, grasps, carries, pushes, or pulls up to 30 pounds.
- Ability to climb stairs while carrying objects up to 30 pounds in weight.
- Must be able to hold and grip objects.
- Consistently subject to sitting for long periods of time.
- Frequently walks within office and as needed off site.

- Visual ability sufficient to operate a computer.
- Hearing ability sufficient to communicate in person and by telephone.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

CHAMBER CULTURE

The Chamber's Core Values are Integrity, Relevance, Involvement and Sustainability.

We work hard. We have fun. We volunteer. We take care of each other. We encourage open thinking and open discussion. We respect our differences and support each other as we all strive to do our best work, individually and as a team.

We do things the ethical way because it is the only way. We strive to create a fun, relaxed atmosphere, but also realize the importance of professionalism in our role as a leader within the community. We encourage innovation and are not afraid of change. We are always looking ahead, reading ahead, thinking ahead. We do what we say we are going to do. We return calls and treat everyone like they are our best customer.

NOTE: The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of responsibilities, duties and skills required of personnel so classified.