

## **PRESIDENT and CEO**

Peoria Chamber of Commerce  
Peoria, Arizona 85382

Apply Now

\$65,000 - \$75,000 annual salary

PRESIDENT and CEO

Peoria Chamber of Commerce

### **POSITION OPENING ANNOUNCEMENT/INVITATION TO APPLY**

The Peoria Chamber of Commerce seeks applicants and referrals for the position of President & CEO for the Peoria Chamber of Commerce. If you love interacting with people, helping businesses to grow and flourish and managing employees for success this could be the opportunity for you.

The Chamber is seeking a dynamic leader with a verifiable track record of success.

The ideal candidate for this position will be able to demonstrate the following competencies: business ethics visionary leadership, strategic thinking, teamwork, problem solving, excellent communication skills, and the ability to guide and develop people while successfully managing multiple projects.

Reporting to the Board of Directors, the President manages and directs operations, finances, communications membership, programs and events for the Chamber. Other essential duties include membership cultivation, fundraising, marketing, and community outreach.

The board of directors look to the President & CEO to lead and guide the organization, uphold the mission and maximize the investments of members, investors and stakeholders. The ideal candidate will have a demonstrated ability to create and maintain relationships with a wide variety of stakeholders, articulate a definite and clear vision and unify volunteers and staff around numerous initiatives.

The President and CEO will maintain a rapport and relationship with the City of Peoria, submitting an annual report and meeting regularly with city management.

**Abilities:**

- Must be able to work a flexible schedule including occasional evening and weekend events
- Ability to work both individually and as part of a group
- Ability to work positively with the business community, partners, sponsors, and volunteers
- High level of diplomacy and tact
- Ability to present to groups
- Adept at social media and marketing

**Skills:**

- High proficiency in verbal and written communications
- Excellent organizational skills
- Proficiency with Microsoft Office suite

**Knowledge:**

- Minimum of 5 years professional business leadership
- Experience in financial management
- Experience in managing people
- Working knowledge of Non-Profit Boards

**Key responsibilities include:**

- Leadership and motivation of staff, Boards and volunteers
- Ensuring financial stability, accountability and transparency
- Developing and mentoring staff members while serving as a role model
- Maintaining a visible and proactive profile in the community
- At all times representing the community and Chamber in a professional manner
- Pursuing professional development opportunities to keep the Peoria Chamber fresh and cutting edge
- Promoting the organization, the staff and their accomplishments to the stakeholders the Chamber serves
- Leading ongoing planning activities and associated fundraising initiatives
- Recommending policy to and procedure changes to the Board that will allow the Peoria Chamber to function fairly and efficiently as it carries on the organization's mission

**The ideal candidate for this position will have:**

- A BS or BA degree and/or completion of US Chamber of Commerce Institute of Management designation
- Management experience in Chamber of Commerce, Economic Development or related organizations
- Evidence of exemplary achievement and leadership in this field of endeavor

**Reports to: Executive Board**

## **Summary of Position:**

Chief executive officer and administrative person ultimately responsible for the total operations of Peoria Chamber of Commerce. Serves as the primary staff point of contact for the officers, executive committee, board of directors and elected officials

## **Responsibilities:**

### **General Operations**

- Oversees the day-to-day operations of the chamber
- Ensures chamber office is open during standard business hours
- Responsible for upkeep of office equipment and supplies
- Maintains personal contact with key community leaders.

### **Financial Management**

- Oversees the financial administration of the chamber
- Responsible for financial records
- Responsible for Accounts Payable, Accounts Receivables and Payroll
- Ensure compliance with all reporting requirements (state and federal)
- Preparation of Financial statements and reports
- Reconcile Bank and Credit Card Statements
- Develops sources of non-dues revenue
- Submits an annual report to City of Peoria
- Report accurately and routinely about Peoria Chamber's financial status and makes recommendations to the Board
- Ensures accuracy of accounting for cash received and spent
- Ensures cash is reconciled
- Maintain financial accounting according to GAAP
- Maintains checks and balances system for A/R and A/P

### **Membership, Recruitment and Retention**

- Develops relationships with present and potential members
- Responsible for membership recruitment/retention efforts
- Billing and collection of membership dues
- Coordinate ribbon cutting and groundskeeping for members

### **Events**

- Responsible for coordinating and overseeing all special events for the chamber
- Work with chairpersons and committees
- Create and maintain a file for each event
- Acquire sponsorships
- Coordinate volunteer participation

## **Communication/Marketing**

- Responsible for chamber communication tools, and maintenance of the web site
- Develops yearly marketing plans
- Maintains mailing list contacts
- Acts as editor for all publications including monthly newsletter

## **Media**

- Serves as the primary spokesperson for the chamber

## **Human Resources**

- Staffs the organization
- Maintains employee personnel files
- Conducts training and handles personnel issues
- Conducts employee evaluations

## **Board**

- Provides orientation support and the guidance to the Board on various issues
- Works with the Board Chair to prepare the Executive Committee and Board of Director's agenda and attends meetings
- Oversees preparation of agendas
- Collect background support, conduct research, and provide appropriate support
- Ensures minutes of meeting are recorded and kept
- Delivers monthly progress reports to the executive committee and board of directors
- Works directly with the chair of the board in setting direction and determining annual program of work

## **Other duties as assigned**

If you want to join our team, we want to hear from you, so please fill out our application, forward a resume, a cover letter explaining how you would be a great fit, and salary requirements to the email listed. Resumes are being accepted until the end of March or longer if necessary.

Every effort has been made to keep this position description as complete as possible. However, in no does this state or imply that these are the only duties this position requires. The omission of specific duties does not exclude them from the position. The responsibilities are subject to change with or without notice whenever deemed appropriate at the Executive Committee's discretion.