

575 N. Marshall St.
Casa Grande, AZ 85122-5246
info@casagrandechamber.org
www.casagrandechamber.org
www.facebook.com/cgbiz



Telephone: 520.836.2125
Tourism: 800.916.1515
Facsimile (FAX): 520.836.6233

Position: President
Salary Range: \$50,000 to \$75,000 depending on experience
Membership of: 489
Chamber Budget: \$357,000
Number of Staff: 3
Employment Classification: Full-Time reporting to the Board of Directors

This position is responsible for maintaining and fostering community and business relationships; driving chamber membership; and serving as a liaison among community organizations, businesses, and the local government. A dedicated, knowledgeable, and driven team of Board members will assist the President in this work.

This is a full-time salaried position and hours of work and days are Monday through Friday, 9 a.m. to 5 p.m. Occasional evening and weekend work may be required as job duties demand. Travel is primarily local during the business day.

Duties and Responsibilities:

Primary

- Enforces and carries out the policies and directives of the Board of Directors
- General management and coordination of all Chamber activities including the day-to-day operations
- Supervises staff and volunteers
- Reviews proposals and projects to present to the Board of Directors
- Serves as advisor to the Board of Directors on program planning. Will assemble information and data and be prepared to present reports as directed
- Continually explores collaborations, alliances, and other innovative approaches
- Implement strategies to maximize employee performance and foster high ethical standards in meeting the Chamber's vision, mission and goals
- Attend City Council Meetings as required

Public Relations and Marketing

- Ensure that all Chamber programs, activities and events are properly planned and coordinated
- Facilitate Chamber events
- Write and publish the Chamber newsletter
- Update the Chamber website and social media
- Prepares or directs the preparation of Chamber publications and promotional materials such as pamphlets, flyers, newsletters, newspaper columns, and other methods used to disseminate information
- Represents the organization at various meetings, local and state events
- May make public addresses or secure others to speak concerning the community and Chamber
- Serves as a community liaison; maintains close relationships with groups in the community, local government and agencies, businesses and community organizations.

Membership

- Ensure communication of member benefits, programs, events and activities to the membership
- Continually reviews existing member services and evaluates potential opportunities to best serve the Chamber's membership
- Seeks out opportunities to promote the Chamber and its members
- Proactive in reaching out to new and existing businesses regarding Chamber services
- Provides excellent customer service to members, visitors, and customers including walk-ins, events, phone calls, e-mails, trade shows, and other forums

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Committees and Volunteers

- Responsible for recruiting, training and organizing volunteers to assist with various projects, committees and events

Financial

- General responsibility for management of the Chamber finances
- Prepares the annual budget
- Submits budgets for approval of the Board of Directors; approves all specific expenditures coming under the budget, adopted by the board
- Prepares the financial statement on a monthly basis for Board of Directors
- Weekly bank deposits as needed
- Handles the billing and collection of membership dues as well as overseeing all other accounts payable and receivable invoices

Computer Skills

- Competent and proficient understanding of web-based and social media platforms. Technically competent with various software programs including but not limited to QuickBooks and the Microsoft Office Suite (Word, Excel, and Publisher)
- Experience with chamber of commerce accounting systems
- Must be able to learn, understand, and apply new technologies

Work Environment

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to speak publicly

Preferred Education and Experience

- Bachelor's degree in communications, marketing, business or related experience
- U.S. Chamber Institute Graduate
- W.A.C.E. Academy graduate
- 5 years of experience in community work
- Excellent interpersonal, leadership and communication skills (oral and written), including creative problem-solving abilities
- Ability to efficiently handle multi-tasking
- Ability to be flexible with regard to business hours and accepting new responsibilities
- Non-Profit experience is a plus
- Bilingual expertise in Spanish is a plus

Application Notes

- All applicants must pass a background check
- All applicants must have a current Arizona driver's license
- All resumes should be submitted by April 15, 2019

Submit resumes to: president@casagrandechamber.org (subject: resume)

Or mail to: Greater Casa Grande Chamber of Commerce
Attn: President
575 N. Marshall St.
Casa Grande, AZ 85122