

Position Specification: Ahwatukee Foothills Chamber of Commerce
Position Title: President and Chief Executive Officer
Reporting to: Board of Directors
Location: Phoenix AZ

The President/CEO will provide high profile leadership, vision, guidance and strategic direction for the programs and personnel of the Ahwatukee Foothills Chamber of Commerce. The President and CEO will facilitate and lead staff and board efforts to achieve the mission and goals of the Chamber as approved by the Board of Directors. The President and CEO has full P&L responsibility. The President will demonstrate knowledge and expertise on current regional issues, the political environment, marketing and branding concepts, membership sales, public relations, and the opportunities and challenges to the growth and prosperity of large and small employers in the area. The President and CEO will demonstrate openness to ideas from a variety of sources and focus on achieving “best in class” outcomes.

The successful candidate for this position must be a leader and a passionate advocate for driving the Chamber to achieve standards of excellence. He/she will be a highly collaborative leader with the ability to successfully manage current programs while developing new programs and strategic initiatives for the chamber and forming mutually beneficial partnerships with other business and community organizations within the region.

Scope and Responsibilities:

Program Development and Management

- Responsible for all strategic planning and organizational policy as developed in concert with volunteer Board of Directors
- Responsible for planning, organizing and execution of board and executive committee meetings with the Chairman of the Board as well as staff support for all ancillary roles of the chairman, including the board nominating committee and other board committees.
- Aggressively develop and execute sponsorship and fund-raising strategies which further the mission and financial growth of the Chamber.
- Develop the long-term goals and direction of the Chamber to continuously support the growth and development of business success in the area.
- Align and coordinate the Chamber with other economic development groups and like-minded organizations to develop programs and sponsorships that are mutually beneficial. (East Valley Chamber Alliance)
- Develop a long term strategic plan and annual business plan with measurable objectives to delivery of successful outcomes on all Chamber events, projects and programs; align objectives with annual budget revenue and expense projections.
- Provide oversight, support and direction to on-going programs at the Chamber.

- Communicate regularly to the Executive Committee and Board of Directors on Chamber programs and activities, political issues and other issues relevant to the success of the Chamber.
- Generate relationships and maintain effective contact with state and local officials as well as other business and community organizations pertinent to or aligned with Chamber projects or programs.
- Develop and maintain professional relationships with business and community organizations, local and state government, executive staff and elected officials.

Financial Management

- Oversee the general finances of the Chamber.
- In concert with the Executive Committee and Finance Committee, develop an annual budget for the chamber's annual operations that delineates projected revenues and expenses and a projected net profit as appropriate.
- Lead, direct and develop Chamber's fund-raising strategies and campaigns. In collaboration with the Executive Committee manage any long-term investments for the Chamber.

Public Policy Development and Public Relations, Marketing

- Represent and promote the Chamber and its policies and objectives in a variety of public forums, including with state and local government elected leaders, partnering organizations and individual businesses.
- Create messages related to public policy positions of the Chamber that will articulate the impact on the economy and/or the health and welfare of businesses in the region.
- Develop strategic direction and execute strategies related to marketing and communications to ensure that all chamber members and the public is informed of the Chamber's activities and achievements and role in the community.
- Increase the exposure of the chamber through the effective use of public media (e.g., Newsletter articles, columns placed in newspapers etc.) Develop ongoing relationships with target media reporters and editorial writers.
- Achieve and maintain high visibility in the community to create awareness and perception of value of the programs and services and the potential influence of the Chamber.
- Oversee development of marketing messages, collateral materials and website content.
- Lead strategies for any new brand marketing messages.

Personnel Management:

- Oversee the management of all Chamber staff including, hiring, firing, performance reviews, salary and benefits administration, polity and general supervision.
- Coach and develop the staff to attain consistent, highly effective performance.

- Develop and implement continuous improvement initiatives, better business practices and an organizational structure that will optimize performance and operating results.
- Promote a working environment of excellence, external and internal collaboration and professional standards for the organization. Build accountability into the culture.

Experience Required

- A minimum of five to ten years of Executive/Senior level management experience which could include: private industry, trade associations, not-for profit organizations, economic development, and/or related public sector.
- A proven successful executive with the ability to provide dynamic internal and external leadership to the Chamber to achieve revenue objectives, budgeted annual gross and net revenue and other program and financial goals within the annual business plan.
- A successful executive with a demonstrated record of delivering results in line with the objectives of the strategic plan.
- Demonstrated ability to develop and execute strategic business or political strategies and manage the tactical execution to achieve results.
- A businessperson with a track record of involvement at the leadership level in community organizations, trade associations and public sector organizations.
- An excellent internal leader recognized for the ability to develop, motivate and build functional teams that regularly achieve and maintain superior levels of performance.
- Demonstrated ability to establish and maintain a credible reputation and high profile presence in the community on behalf of an organization.
- Proven excellence in written and oral communication and proven media experience are essential.
- Knowledge and understanding of economic development and political dynamics within Ahwatukee and East Valley.
- Experience in soliciting and securing sponsorship dollars from public and private sectors is essential.
- An individual who is passionate about the success of business and the quality of life of the community.

Personal Attributes

- Key Attributes: Trustworthiness/believability, professional appearance, highly developed interpersonal and communications skills, results oriented, global thinker, diplomatic, ability to multi-task, strong public communication skills, open-minded to differing views, persuasive, quick thinking, outgoing and approachable, excellent time management skills, strong leadership ability, conflict resolution skills, negotiation skills and ability to influence.
- Industry acumen: Knowledgeable in current and possible future practices, trends, and other information affecting the chamber industry and the business sector. Understands the competitive and economic issues; aware of the political landscape for change and how collaborate strategies amongst organizations work

in the marketplace. Recognizes and understands the value proposition for chamber membership.

- Member Focus: Dedicated to meeting expectations and requirements of internal and external customers, effectively articulates member value and promotes Chamber programs and services; talks and acts with member value in mind; establishes and maintains effective on-going relationships with board members and chamber members and gains their trust and respect.

Education:

- Bachelor's degree is required

Salary Range: \$50,000 - \$60,000 DOE

Submit resume with cover letter to admin@ahwatukeechamber.com by October 15, 2016.
No calls please.