

Chief Executive Officer (CEO)

Green Valley/Sahuarita Chamber of Commerce and Visitor Center.

The CEO by authority granted from the Board of Directors, serves as part of the leadership team of the Green Valley Sahuarita Chamber of Commerce and Visitor Center.

The Green Valley/Sahuarita Chamber of Commerce and Visitor Center has over 550 members and recently celebrated its 50 anniversary. Green Valley is a retirement community, located approximately 30 minutes south of Tucson. Many of the residents are seasonal and enjoy biking, hiking, and participating in the arts. Sahuarita is a family-oriented community, with new families and young children. The Sahuarita Unified School District, has an excellent reputation and was the recipient of one of the Pima County "Common-Ground" awards for 2015. The area is growing and has potential and new opportunities for economic development.

This position has the overall responsibility for all programs, planning and operations of the Chamber which includes.

- Managing overall operations within the office building, business affairs, and staff/volunteers of the Green Valley/Sahuarita Chamber of Commerce and Visitor's Center.
- Responsibility for initiating, implementing, and evaluating all aspects of Chamber activities.
- Providing oversight for chamber committees and events.
- Responsibility for operations, management, long-range planning for the organization, membership relations, policy recommendations to the Board of Directors, and to be a visible member of the community.
- Developing and submitting a strategic Chamber business plan that will sustain and enhance the organization's revenue to support the goals of the Chamber and Visitor's Center.
- Prepare the Chamber budget and ensures all areas meet the budget.
- Maintain strong relationships with the Board of Directors and provide the strategic leadership necessary to assure full Board participation.
- Coordinates with Board Chair to organize an Executive Committee, Board of Directors, and other meetings as appropriate.
- Provide leadership and support of the organization's regional economic development efforts through business attraction, retention and expansion and, maintenance and enhancement of the strategic and diverse partnerships and alliances in place with all local, regional and state partners.
- Responsibility for leading the Chamber's political and advocacy activities and, as such, has regular dealings with top political and elected officials on the local, regional and national level.
- Represent the business community at all government functions and venues in a bi-partisan way by meeting regularly with elected and administrative officials (at all levels) on public policy matters affecting the Chamber's priorities and the business community.
- Involve the Chamber in ballot issue campaigns that impact the business community or important Chamber priorities.
- Be accountable to the Chair of the Board of Directors on behalf of the membership of the organization, ensuring positive results for the Chamber and Visitor's Center.
- Serve as a principal spokesperson for the Chamber in all venues, pro-actively and reactively, with a goal to enhance the Chamber's overall image.
- Represent the Chamber before various conferences, conventions and business groups as panelist or principal speaker. Become "the face" of the business community throughout the region.
- Represent the Chamber at all appropriate civic, cultural, charitable, business, and community activities. Serve on boards, commissions, committees and organizations related to areas that are critical to Chamber goals and interests.
- Assist the Chamber staff/volunteers with coordination and/or management of all aspects of Chamber events including sponsors, speakers, content, agenda, awards, special features and marketing.

- Manages Chamber staff/volunteers, including decisions to hire, terminate, promote, or discipline employees in an ethical and professional manner.
- Ensure full compliance with the law at all times in all corporate, financial, and personnel matters.
- Perform other responsibilities as needed and assigned.

Professional Qualifications

The ideal candidate would currently serve as the top executive of a comparable organization, preferably a non-profit or for profit business, with a proven track record of success. At minimum the ideal candidate is required to possess the following:

- Bachelor's degree in Business Administration, Management, Finance, Public Administration, Communications, Marketing, Economics, Political Science, or an equivalent field is preferred.
- A minimum of five years' experience in senior management, preferably within a Chamber of Commerce or similar career background in a nonprofit, private, or public sectors.
- Experience in managing community-based, non-profit organizations or significant experience in related for-profit business will be considered.
- Experience in developing and successfully implementing strategic organizational plans.
- Relevant experience that demonstrates leadership in the management of complex and dynamic organizations as well as broad exposure to fiscal management.
- Demonstrated experience in general management, budgeting and financial management, marketing, human resources management, and Board/volunteer relations.
- Demonstrated ability to influence and understand electoral and governmental processes.
- Strong oral and written communications skills with a large focus on excellent interpersonal and public speaking skills.
- Experienced in recruiting, developing, utilizing and retaining a key pool of volunteers.
- Must be skilled in the following: (including Microsoft Word, Excel, Publisher, Email, Internet), and all social media management (examples are, Facebook, Twitter, LinkedIn, Google+)
- Ability to lift up to 30 lbs.
- Ability to push or pull weight from 25 – 60 lbs. occasionally.
- A valid driver's license, auto insurance and reliable transportation.

Salary and Compensation Range: \$50,000.00 to \$55,000.00 depending on compensation package

How to Apply

Applications will be accepted through COB on Wednesday, February 8, 2017. For confidential consideration please submit your resume, cover letter, and your preferred method of contact via email, telephone or fax. Email application documents to: GVSCCbrdchair@gmail.com. Please no phone calls.