



Position Announcement President/CEO

The Position

The President/CEO is the chief executive officer of the Chamber, as well as the Baltimore County Small Business Resource Center. The President/CEO is responsible for all administrative and management functions, including but not limited to: program initiatives; membership recruitment, development and retention; hiring, training and supervision of staff; total fiscal responsibilities; and developing and maintaining a collaborative working relationship between the Baltimore County Chamber of Commerce and business and public policy/governmental organizations, other Chambers and other regional organizations to foster a strong business environment for the members and business community at-large.

The President/CEO will provide high profile leadership, vision, guidance and strategic direction for the organization and community. In addition, the President/CEO will align the organizational resources to meet the objectives within a Strategic Plan.

Sound internal business practices will be carried out by the President/CEO. The President/CEO will be a collaborative leader and will build the relationships necessary to move the Chamber and Baltimore community forward.

Major Responsibilities

Leadership

- Formulate, plan, organize, recommend and administer policies and programs relating to the Chamber, which includes current and long-range planning for achievement of major area goals
- Provide sophisticated, visible, assertive direction for the success of the Chamber in a dynamic, changing environment
- Perform as the business community's primary advocate and spokesperson

Membership Maintenance and Growth

- Oversee the direction of all membership efforts of the Chamber, including solicitation of new members, retention of current members and dues structure review
- Create opportunities to interact directly with members, soliciting their feedback on Chamber programs and ways to improve or increase member benefits
- Ensure the offering of member benefits are valued by members

- Oversee all events/programs and maintain an offering of events and sponsorships that align with member needs
- Annually solicit sponsorship packages that provide value-added opportunities to key member partners

Program Development

- Develop a dynamic, on-going business and operations plan that reflects the Chamber's purpose and membership needs that establishes and tracks measurable objectives
- Establish, maintain and evaluate the Chamber's long-range objectives and strategies for accomplishing those objectives
- Develop and coordinate the necessary leadership and volunteer manpower to accomplish Chamber programs and stimulate the work of committees, task forces and other groups

Financial Operations

- Develop innovative sources of non-dues revenue for the organization
- Responsible for the finances of the organization which includes the planning of the budget, presentation of the budget to the Board of Directors and supervision of the annual review
- Propose recommendations and make internal operational adjustments to improve the organization's financial position

Member and Public Relations

- Maintain leadership position and close liaison with key economic and community development organizations at the local, regional, state and national level, including the Baltimore County Department of Economic Development, Baltimore County Office of Tourism, Leadership Baltimore County and elected officials
- Seek out opportunities to represent the Chamber at various meetings (public and private), functions and events
- Make public addresses to various organizations, professional and civic groups concerning the organization and the area activities and purpose

Management

- Manage organizational functions and staff
- Develop staff through direction, coaching, training, support and delegation of responsibilities

Board Relations

- Serve as a consultant to the Chairman of the Board, Executive Board, Board of Directors and provide leadership in the formulation of objectives, programs and policies
- Work in close harmony with the Board to establish and maintain an overall vision for the Chamber
- Make productive use of Board member expertise in pursuing the Chamber's strategic plan and annual business and operations plan

Qualifications

- A strong understanding of what a Chamber of Commerce or similar membership-driven organization is and the ability to work with a wide variety of people.
- Demonstrated commitment to continued professional development through the U.S. Chamber's Institute for Organization Management and/or Certified Chamber Executive designation is considered a plus. Economic Development knowledge also considered a plus.
- Demonstrated ability to positively affect change and manage balanced budgets in a business, nonprofit, membership-driven or comparable organization.
- Proficiency with Microsoft Office products, database technology and social media marketing.
- Strong political acumen in this apolitical position with an ability to tactfully work with differing opinions, build consensus, represent Chamber members individually and collectively and have strong interpersonal skills that engender confidence.
- Ability to create strategic public/private partnerships, including building alliances with a wide range of constituencies and influencers including business leaders, entrepreneurs, investors, elected officials and media
- Passionate enthusiasm and desire to help the organization reach its goals.
- The successful candidate must also practice above average:
 - Communication both oral and written
 - Presentations skills
 - Relationship building abilities
 - Demonstrated success in developing non-dues programming
 - Multi-tasking of multiple projects, issues and initiatives
 - Command of office technology
- A bachelor's degree from an accredited college or university is strongly preferred. Leading candidates will have a minimum of 5+ years of demonstrated success in a leadership position within a Chamber, membership association, nonprofit or community/economic development organization. Desirable qualifications include: Certified Chamber Executive (CCE) or Certified Association Executive (CAE); a Master's degree; and economic development experience.

Compensation and Benefits

The compensation package will include a competitive salary, determined in part by the successful candidate's level of professional experience. The Chamber offers a benefit package, including health and dental insurance; Simple IRA; short term/long term disability; cell phone compensation; and paid vacation, sick time and holidays each year.

Interested Candidates

Submit a resume/CV and cover letter no later than March 13, 2018.

Email documents to BaltCountyChamberCEOSearch@gmail.com.