

## Job Description – CEO

### Duties

The Chief Executive Officer (“CEO”) is responsible for management and direction of the day-to-day business activities and affairs of the CHCC, including: fundraising, membership development, sales, marketing, operations, program management, committee oversight and support, promotions, incentives, special events, speaking engagements and such other duties as required by the Board of Directors. The CEO is a non-voting member of all committees, including the Executive Committee.

### Reporting

The CEO reports to the Board of Directors in accordance with the bylaws, and on a regular basis communicates with and reports to the Board Chair and the Executive Committee.

Specific duties include, but are not limited to the following:

### Finance

- **Fundraise:** Plan and implement a comprehensive fundraising strategy for the CHCC, including the cultivation of relationships with CHCC supporters, advocates and donors.
- **Membership:** Solicit and recruit memberships and recommend successful strategies to monitor their retention. Work closely with Membership committee to develop membership standards, and guidelines.
- **Budget:** Maintain organization budget, payroll and benefits and internal accounting. Maintain reports to monitor financials including P&L, balance sheets, membership activity and budget.

### HR

- **People Management:** Supervise and manage the employed staff and contracted agents including employment and discharging of employees and agents as necessary; performance appraisals, and employee productivity and oversight. Work closely with HR Committee to set compensation structure, disciplinary actions, HR manual, and employee reviews.

### Operations

- **Administrative Execution:** Handle the official correspondence of the CHCC, including overseeing preparation and editing of letters, emails, proposals, reports, manuals, mass mailings and sales materials. Assist the CHCC Chairperson and the Board of Directors to prepare meeting agendas and to coordinate the various activities of the CHCC.
- **Community Outreach and Public Relations:** Cultivate sales growth, sponsorships, and traded services through extensive community outreach and high visibility, and

awareness through high-caliber sophisticated media programs and promotional campaigns.

- **CHCC BoD, Programs and Committees:** Develop a working liaison with the CHCC Board of Directors, Executive Committee, Legislative, Procurement and Access to Capital and other Committees chairs and staff, providing administrative and executive support as appropriate and necessary. Administer programs of departments and committees which perform such functions as: providing members economic and marketing information; promoting economic growth and stability in the community; and counseling business Chambers and industry on problems affecting local economies.
- **Official Representation:** Serve as the primary executive officer responsible for representing the chamber before various stakeholders and other entities including: members, peer organizations, the public, government, sponsors, vendors and partners.
- **Special Events:** Responsible for coordination, management and implementation of special events as prescribed by the Board of Directors.
- **Programs:** Thorough understanding of commitment to our corporate partners and members provides direction on the development of new programs that expand member value.

#### **Position Type/Expected Hours of Work**

This is a full-time position, and core hours of work and days are Monday through Friday, 8:30 a.m. to 5:00 p.m. This position regularly requires long hours and frequent evening work.

#### **Travel**

Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected.

#### **Qualifications**

Bachelor's degree in business, public administration, communications, marketing, or related field with minimum of 5 years related experience in administration of volunteer, non-profit, or public service agency. MBA preferred.

Candidates must demonstrate strong skills in organizational management, fundraising and fiscal management, personnel management, written and verbal communications and public relations, membership development, and utilization of computer software, technology and social media applications.

Additional experience and characteristics which add to the qualifications of the CEO candidate may include:

- Spanish Speaking fluency preferred but not required
- Leadership and Management skills
- Comfortable with public speaking
- Understanding of California local, regional, state and federal legislative and Public Policy processes
- A strong professional business network in California
- Professional experience in business
- A background in working with volunteer and or non profit organizations
- Ability to be flexible regarding work hours and accepting new responsibilities