

Position Title: President
Reports To: Chairperson – Board of Directors
FLSA Status: Exempt

Position Summary:

This position directs and coordinates activities of the Chamber in accordance with organizational goals and bylaws to carry out objectives and implement chamber policies in order to fulfill its mission. Also maintains confidential and sensitive information on behalf of The Grand Blanc Chamber of Commerce.

The ideal candidate will be experienced and knowledgeable in Board relations, and have a variety of experience with public relations in order to deal effectively with the diverse chamber membership. Must have the ability to execute plans efficiently and within budget. Strong managerial, communication, analytical and procedural skills are all necessary.

The candidate must have the ability to interact with the board of directors, chamber members, staff and with the community. Must also be able to work in a fast-paced office setting, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role. The incumbent should possess a professional image, strong public speaking skills and strong professional written and verbal communication is crucial as it is expected in this role to communicate with the Chamber members. Also, strong decision making ability coupled with a strong sense for prioritizing work and attention to detail are equally important.

ESSENTIAL FUNCTIONS:

Essential duties and responsibilities may include, but are not limited to, the following:

**Denotes the essential functions of the position.*

- 1) Plan, develops and implements organization policies and goals.*
- 2) Ensure the organization is effectively geared to function with maximum efficiency in the anticipation, identification and solution of Chamber/community problems. *
- 3) Inspire volunteers to be creative and fruitful.
- 4) Responsible for the development of the Chamber budget and aligning it with the annual goals and working within the framework of the budget.*
- 5) Oversees the monthly and annual preparation of financial statements and ensures financial records are audited annually.*
- 6) Maintain membership at a level that ensures necessary income for the operation of the Chamber.*
- 7) Responsible for the overall recordkeeping of Chamber records such as; maintaining proper membership financial records, proper billing procedures, recording of dues, and classification. *
- 8) Prepares and maintains multiple membership and financial reports and correspondence to Board of Directors and Chamber members.*
- 9) Responsible for all committee functions; selection, scheduling of meetings and the preparation of notices, reports and other materials.*
- 10) Ensures Chamber policy by the recording and properly filing of Board minutes, policy interpretation and preparation of Chamber position statements on public issues.*
- 11) Responsible for Chamber facilities promoting a warm and inviting atmosphere.
- 12) Responsible for the management of office staff and their ongoing development.*
- 13) Responsible for all communication to the membership and general public including correspondence, office publications, news releases and public speaking engagements. *
- 14) Other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's Degree preferred from an accredited university or college in Business Communications, Marketing, Advertising, or related field. 4-5 years of experience in any one of the above functional areas or previous Chamber of Commerce experience preferred. Previous experience that provides the following knowledge, skills, and abilities:

- 1) Self-starter with a high energy level
- 2) Strong leadership skills
- 3) Thorough knowledge of daily operations
- 4) Sales-and-marketing management experience
- 5) Fiscal control and financial experience.
- 6) Excellent verbal and written communication skills.
- 7) Excellent Public Speaking Skills
- 8) Extremely detail oriented.
- 9) Creative thinker
- 10) Strong interpersonal skills and professional demeanor.
- 11) Ability to manage multiple projects, prioritizes, and meets deadlines.
- 12) Strong problem solving skills.
- 13) Working knowledge of Microsoft Office suite, especially Word and Excel.
- 14) Strong demonstrated knowledge and experience with Social Media tools

Additional qualifications:

- 1) Takes responsibility and performs work utilizing independent judgment and initiative, making sound decisions and developing solutions to problems.
- 2) Communicate clearly and concisely, both verbally and in writing. Use independent judgment and initiative to interpret and follow verbal and written instructions with attentiveness to detail. Independently drafts and formats business documentation.
- 3) Strong demonstrated knowledge of MS Office.
- 4) Ability to deal competently with a number of tasks at one time.
- 5) Ability to work cooperatively with employees at all levels of an organization.
- 6) Ability to execute plans.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Majority of the of the work is performed in an indoor office setting with extended periods at a computer, on the telephone, sitting or standing, while some of the work is outside in various weather conditions. Physical effort is needed to move, lift and carry files, records, office supplies and materials. Basic communication skills such as talking, seeing, and hearing are needed for frequent person-to-person contacts, and telephone usage. The nature of the work has frequent interruptions; contact with the public and members and requires strong communication skills. May be required to work beyond normal working hours.

Job specifications are intended to present an illustrative description of the range of duties, the scope of responsibility and the required level of knowledge, skills and abilities necessary to describe the primary functions of the job. Specifications are not intended to reflect all duties performed by those assigned to this classification.