



3044 Gulf Breeze Parkway, Gulf Breeze, FL 32563 | (850) 932-7888

JOB DESCRIPTION FOR THE PRESIDENT AND CEO OF THE GULF BREEZE AREA CHAMBER OF COMMERCE

Position: President and CEO of Gulf Breeze Area Chamber of Commerce

Reports to: Chamber Chair of the Board, Executive Committee and Board of Directors.

Position Summary: The President and CEO is the chief executive officer and administrative officer for the Gulf Breeze Area Chamber. He/she is expected to provide visionary leadership for the Chamber and the Gulf Breeze Area business community and is responsible to the Board of Directors for the full range of activities needed to ensure the Chamber's success in meeting its objectives in business and community development, external relations, membership and member services, legislative advocacy and government affairs and special programs. He/she is responsible for strategic planning, interpretation of policy, the development of the Chamber's annual program of action, organization structure, budget and finances, volunteer development and membership growth, the employment, development and supervision of staff and the maintenance of the Chamber's offices.

Essential Duties and Responsibilities:

The President & CEO is responsible for the following essential functions:

- **Strategic and Operational Planning:** In conjunction with the Board of Directors, Strategic Planning Committee and staff, develops and implements a strategic, long-range plan and annual program of action to advance the Chamber's mission. Works with Chamber committees to identify issues and needs and develops plans to address them. Evaluates effectiveness and measures progress towards attainment.
- **Board Relations:** Builds and maintains strong relationships and communications with the Chair of the Board, Executive Committee and Board of Directors. Provides leadership necessary to garner maximum engagement of Board members. In conjunction with the Board Chair, plans and organizes Executive Committee and Board meetings.
- **Policy Development, Implementation, and Interpretation:** Assists the Board in the development of policy, as needed, and is responsible for the execution of policies adopted by the Board. This position is also responsible for the proper order of business as established in the Chamber's bylaws.
- **Organization Structure and Procedures:** Continuously evaluates the Chamber's organization structure, policies and procedures to ensure their effectiveness in identifying and addressing Chamber and community needs and issues. Recommends changes in structure, procedures and policies as needed.
- **Advocacy & Public Policy:** Collaborates with the Board and the Chamber's public affairs committees to identify and manage the Chamber's relationships with and advocacy efforts before local, state and federal government bodies to achieve desired outcomes. Leverages and maximizes the Chamber's influence through relationships with government officials and building coalitions among those with similar views. Develops and communicates legislative and public affairs positions, as approved by the Board of Directors. Serves as the chief spokesperson on policy matters for the Chamber. Champions workforce development in the Gulf Breeze Area community.

- **Membership Relations, Development & Retention:** Assists with recruiting and retaining new and existing members of the Chamber and is responsible for maintaining the membership at a level needed to ensure the income needed to support the annual program of action. Provides leadership in membership services to ensure there is a compelling value proposition for current and prospective members. Works effectively with executives of companies and organizations of all types and sizes across the broad range of Chamber members throughout the Chamber's market area. Also ensures the effectiveness of current group benefit programs. Analyzes and interprets the needs of members and recommends revisions to increase membership value, engagement, and financial support.
- **Program and Services Development:** Provides staff and committees with the tools, guidance and resources needed to develop new, creative, value-added programs, benefits, and services for the membership. Reviews and evaluates program and benefit proposals to help ensure their effectiveness.
- **Budget and Finances:** Develops annual budget in conjunction with priorities determined by the Board of Directors. Manages revenues and expenses in accordance with established budget and ensures the preparation of accurate and timely financial statements.
- **Staff Administration:** Builds and maintains a staff consistent with program needs and financial resources. Ability to motivate and develop staff to create an effective team environment. Is responsible for the employment of all staff members, the assignment of their responsibilities and duties, the supervision of their work and the establishment - within the framework of the approved budget - of the terms of their employment.
- **Workplace:** As approved by the Board of Directors, is responsible for the location, design and maintenance of the Chamber's workplace to ensure their efficient operation and professional appearance and atmosphere as the community's "front door" for Chamber members, visitors and the general public.
- **Committee Responsibilities:** Provides staff support, including the preparation of agendas, minutes and performance of duties specifically related to the following governing bodies, committees and events: Board of Directors, Executive Committee Chamber Foundation Board Nominating Committee, Ambassadors, Education Committee, Gala Committee, Taste of Gulf Breeze, Building Task Force, and Fairways to Freedom Golf Tournament
- **Other Duties as Assigned:** Performs various other assignments as directed by the Board of Directors, Board Chair and other appropriate members that are congruent with the Chamber's mission and bylaws.

Requirements:

The President & CEO must possess strong interpersonal skills, strong verbal and written communication skills, strong technology skills, Microsoft Suite experience required, Quickbooks experience preferred, Chamber Management software experience preferred but not required. Financial management and analytical abilities, strong interpersonal and management skills and the ability to motivate volunteers and staff. A Bachelor's degree in business administration, public administration, marketing or related field and U.S. Chamber Institute program certification or had similar organization development training is preferred, but not required. Previous chamber of commerce executive experience or experience in a senior management position with a mid- or large-sized chamber is preferred, but an equivalent combination of education and experience may be substituted.

To successfully perform the responsibilities of this position, the President & CEO must possess a valid driver's license, must be available for regular early morning and occasional evening meetings, must be available to work weekends, must be able to devote the occasional additional hours required to ensure the timely completion of all responsibilities related to this position, must be available for occasional overnight travel, must be able to work under regular, moderate levels of stress and must be able to regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 40 pounds.



Personal Characteristics:

- **Ethical Behavior:** Understand ethical behavior and business practices and ensures own behavior and the behavior of others are consistent with these standards and aligns with the values of the organization.
- **Maintains Discreetness and Privacy:** Understands that the finances and practices of the business are private and are to be held to the highest standard of confidentiality.
- **Relationship Building:** Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization.
- **Effective Communication:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Client Focus:** Anticipate, understand and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- **Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Leadership:** Positively influence others to achieve results that are in the best interest of the organization.
- **Strategic Decision Making:** Assess situations to determine the importance, urgency and risks and make clear decisions which are timely and in the best interests of the organization.
- **Organizational Skills:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- **Strategic Planning:** Determine strategies to move the organization forward, set goals, create and implement action plans, and evaluate the process and results.
- **Problem Solving:** Assess problem situations to identify causes, gather relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

**To apply please email your resume and cover letter to
careers@gulfbreezechamber.com**
