

**BEE COUNTY CHAMBER OF COMMERCE**  
**JOB DESCRIPTION: CHAMBER OF COMMERCE PRESIDENT/CEO**

**Title: Bee County Chamber of Commerce President/CEO**

**Salary Range: \$55,000 - \$80,000 plus benefits**

**Bee County Chamber of Commerce Mission**

To promote and advocate for the business community of Bee County, in turn contributing to the betterment of the coastal bend region. With the ultimate goal of improving the quality of life for our citizens. Through business advocacy, tourism, and community connections.

**Position Overview**

The President/CEO oversees all operational, financial, marketing and vision-focused strategies of the Chamber. The President/CEO is responsible for the overall leadership and strategic development of the Chamber, its membership, and its programs, in alignment with our three overarching guiding principles: business advocacy, tourism, and community connections.

Business Advocacy

The President/CEO is a key representative and advocate for business owners and employers and is the official spokesperson for the Chamber. Our community of Bee County currently registers 467 businesses, of which 42% are currently chamber members. The President/CEO works to strengthen current member relations and build new partnerships to grow our overall membership. To advocate for members, the President/CEO interacts with leaders in business, government and community, and is actively involved in business and economic-related issues and events at the local, state, and regional levels.

Tourism

The President/CEO encourages tourism to Bee County through collaboration, marketing and planning key annual Chamber events to create an exciting and inviting atmosphere that encourages:

- Spending and consumerism; first, in the local community, and secondarily, in the region.
- Growth in revenue for local businesses and governmental entities.
- Enhanced quality of life.

Community Connections

The President/CEO facilitates a broad spectrum of networking across the community with the aim to:

- Increases collaboration by nurturing productive relationships
- Increases the visibility and awareness of local products and services

- Encourages local spending, both at the business-to-business and business-to-customer levels.

## **Responsibilities**

- Oversees all operations asset protection, recruitment and marketing/public relations.
- In collaboration with the Board of Directors, develops, initiates, and oversees strategic plans, annual work plans and budgets.
- Institutes Board-approved policies and benefits following Federal and State requirements.
- Oversees all accounting functions including budgeting, financial analysis, capital management, and payroll and works closely with the Chamber Treasurer and Accountant in maintaining financial accountability.
- Seeks additional revenue sources through avenues such as increased membership, fundraising opportunities, grant applications or other innovative strategies.
- Solicits sponsorships for all Chamber events and programs and negotiates sponsorship benefits.
- Analyzes and evaluates vendor services for providers that best meet Chamber needs and meet the Chamber's values.
- Hires, orients, trains, supervises, and evaluates all staff and volunteers, and ensures they are provided with appropriate training and development.
- Manages all aspects of human resource management for employees including professional development, job descriptions, compensation concerns, disciplinary actions, and terminations.
- Develops and maintains cooperative relationships in the local community, including businesses, governmental agencies, and non-profit organizations.
- Recruits, promotes, and retains new/existing members so that all new & existing members receive promised value of Chamber membership.
- Executes and/or oversees membership communications including but not limited to: a community calendar, email newsletters, email announcements, social media organic and paid content, website management, and other similar channels or media.
- Organizes, coordinates, markets, and oversees key designated Bee County Chamber events as decided in conjunction with the Board of Directors.
- Strategically markets the Bee County Chamber Visitor Center to the state and region to support tourism goals and encourage local spending.
- Writes and issues press releases and letters to the local and surrounding press, business clients, public officials, and publications towards each of the three guiding principles: business advocacy, tourism, and community connections.

- Represents the Bee County Chamber/Visitor Center at State and regional economic development events, activities, and meetings.
- Other duties as assigned.

### **Knowledge and Experience**

- Knowledge of the unique challenges of running a membership-based organization such as a Chamber of Commerce and/or non-profit operation.
- Experience in developing and executing annual work plans.
- Experience forging productive alliances across private, public, and governmental sectors.
- Experience in developing and managing budgets for membership-driven organizations.
- Experience in producing and presenting financial reports to the Chamber Board of Directors and other government agencies, including the use and reporting of Hotel Occupancy Tax (HOT) funding
- Professional experience with public relations, media relations, and public speaking.
- Experience with governance issues and board development.
- Experience working with a Board of Directors.
- Experience in developing and managing strategic marketing.
- Experience in marketing chamber services to members.
- Experience creating and marketing tourism programs that increase visitor activity.
- Experience in developing business-to-business and business-to-customer programs.

### **Leadership and Personal Skills**

- Excellent listening skills, outstanding written and oral communication skills, and effective presentation skills to multiple stakeholders, including Chamber members, media and the community
- Strategic mindset: formulates a clear strategy and maps the steps needed to accelerate the organization toward its strategic goals.
- Builds networks
  - The ability to work through formal and informal channels in the business community
  - The ability to work through formal and informal channels with elected officials at the local, State and Federal levels
  - Connect the right people to accomplish goals.
- Ability to build consensus to achieve the desired outcome
- Ability to effectively delegate to staff and volunteers as needed
- Ability to learn new software and technology as needed.

## **Qualifications/ Minimum Requirements**

- Bachelor's degree or equivalent work experience in marketing, business, finance, or related fields of study.
- Certifications through the US Chamber of Commerce or American Chamber of Commerce Executives (ACCE) are preferred.
- Minimum of three (3) years of experience leading and working closely with and gauging the expected level of interaction with board members.
- Minimum of three (3) years of business experience interacting with C-suite or senior-level leadership.
- Minimum of three (3) years in management supervising and directing staff.
- Minimum of three (3) years in developing and implementing agency budgets.
- Experience interacting with the media is preferred.
- Experience with working with similar-sized Chamber of Commerce organizations is preferred.
- Experience with Microsoft Office suite is required.
- Working experience with graphic design (e.g. Adobe, Canva) and other necessary software to complete marketing and promotional projects is preferred.
- Successful completion of a background check.

## **Salary & Benefits**

- Salary Range: \$55,000 - \$80,000
- This is a full-time exempt salaried position
- Paid holidays following the Beeville County public employee calendar, currently twenty-two days
- Paid Vacation, sick and personal leave
- Relocation compensation is negotiable
- Membership at Beeville Country Club through the Chamber of Commerce account
- Vehicle allowance or mileage reimbursement
- Stipend for personal health, dental and vision insurance
- Directors and Officers Liability Insurance

## **Work Schedule, Environment & Other Information**

- Schedule based on Visitor Center hours (Monday through Friday, 9:00 am to 5:00 pm) with some flexibility; must be able to adjust to accommodate for events or meetings.

- Must be able to work evenings, weekends, and some holidays. Expected to balance time in the office and time out in the community interacting with current/prospective members and at community and/or Chamber-related events.
- Required to attend morning, evening, and weekend events.
- Occasionally exposed to outside weather conditions during travel situations and events.
- Required to stand, sit and walk for extended periods.
- Occasionally required to lift and move objects of varying weights.
- May need to climb stairs as needed.
- Required to see and read computer screens and operate technology.
- Required to travel outside of the office.

This is not necessarily an exhaustive list of responsibilities, skills, duties and working conditions associated with the job. It is intended to be an accurate reflection of the current job; however, the Board of Directors may revise jobs and tasks based on business needs including emergencies, staffing needs, and workload.

### **How to Apply**

Interested candidates will email a cover letter and resume to [beecountychamberboard@gmail.com](mailto:beecountychamberboard@gmail.com).

The Bee County Chamber of Commerce is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant based on age, sex, sexual orientation, race, color, creed, religion, ethnicity, national origin, alienage or citizenship, disability, marital status, veteran or military status, genetic information, or any other legally-recognized protected basis under federal, state or local laws, regulations or ordinances. Applicants with disabilities may be entitled to a reasonable accommodation under the terms of the Americans with Disabilities Act and/or certain state or local laws.