

Duarte Chamber of Commerce
Non-profit Organization



Job Opening

JOB TITLE:

President / CEO

REPORT TO:

Executive Committee of Board of Directors

JOB SUMMARY

Oversee and manages all Leadership and management of the Duarte Chamber of Commerce and interacts closely with the chamber's business community. As liaison, the President/CEO must interact and achieve high visibility with city, county and state elected officials, schools, and several community organizations, thus nurturing its mission. The President/CEO initiates successful event coordination, innovative fund-raising and motivates staff and volunteers while managing a wide variety of activities and events simultaneously.

OBJECTIVES AND EXPECTATIONS

The Duarte Chamber of Commerce is a membership organization which promotes business and economic development through meaningful programs, responsible leadership and effective communication. The President/CEO reports to a 21 member Board of Directors and is responsible for developing and managing the budget and supervising chamber staff.

ESSENTIAL JOB FUNCTIONS

- Increase chamber membership for growth and expansion of new business by developing new marketing campaigns to achieve important community goals design to help our business members' opportunities to prosper in economic development and growth.
- Review projects and proposals originating from existing committee structure or elsewhere and recommends appropriate actions. Coordinates work of all committees, division and /or departments.
- Familiarize themselves with current and prospective members of the chamber in order to assist in building their business goals and development in the community and surrounding services.
- Establish themselves as reputable member of the community and representative of the chamber.
- Maintains current statistics and familiarity of the economy of the area, both inside and outside the chamber membership.
- Prepare and attend Ribbon Cuttings and Grand Openings of new members of the chamber.
- Arrange for Membership Breakfast for New members
- Coordinate events and activities to bring members recognitions and awareness to the community
- Negotiate chamber contracts and agreements with 3rd party vendors and services agreements.
- Promote the chamber events through social media, email and other news publications.
- Cultivates good relationships with the city, county, state and federal government and their elected officials and staff.
- Maintains a high level of communication among the chamber officers, directors, staff committees and members as well as between the chamber and general public.

Duarte Chamber of Commerce

Non-profit Organization



- Oversees all staff activities of the chamber including hiring and termination of employees.
 - Prepares and implements an annual budget for the chamber and coordinates expenditures consistent with the budget.
 - Reports to the Executive Committee and Board of Directors, on a monthly basis the current status of the membership and finances.
 - Informs the Executive Committee and Board of Directors of various issues and concern areas and activities throughout the community that may affect the business sector.
 - Oversee all chamber publications
 - Take and maintain photos of membership events and activities with the chamber.
 - Other duties as may be required.
-

REQUIREMENTS:

EDUCATION:

College background preferred. Minimum 5 years experience in a city chamber role and /or a leadership position in a non-profit organization. Computer literate with experienced in MS Office, email, newsletters layout software, general office systems and equipment as well as Social Media Platforms. Sales and Marketing background.

OTHER SKILLS AND REQUIREMENTS:

- Excellent communication and interpersonal relationship building skills.
- Strong public speaking skills with the ability to represent the chamber's positions and initiatives
- Comfortable in dealing business interactions
- Professional speaking skills.
- Must be able to work well in a team environment
- Able to fulfill commitments and respond to requests in a timely manner.
- Must be outgoing and willingness to attend events promoting the chamber wherever necessary. This may include evenings and weekends.
- Must possess a valid California Driver License

PHYSICAL DEMANDS:

Must be able to stand for long periods, walk, bend and lift up to 25 lbs if and whenever needed or required.

Annual Salary - \$50,000

If interested, send resume and cover letter to Tina Carey at:

tinac51@aol.com

Duarte Chamber of Commerce
Non-profit Organization

