

## Columbia County Chamber of Commerce

The Columbia County Chamber of Commerce is located in Evans, Georgia. Evans is the suburbs of Augusta, GA. Columbia County is the 28th fastest growing county in the nation and has one of the top 10 public school systems in the state. Columbia County Chamber of Commerce is a 5 Star Accredited Chamber and also is a Georgia Certified Chamber. The Chamber has over 1,000 members with an annual operating budget of \$850,000 per year. The Chamber's regional membership is made up of 60 % of businesses inside Columbia County and 40 % outside the county. The Chamber also has a 501C-3 Foundation and a 501C-2 Holdings Corporation. The Chamber currently has 7 full time employees and 2 part time employees and has double the budget and staff in 8 years.

Increased Candidates should submit a cover letter with salary requirements and resume to Tammy Shepherd, President / CEO, at [tammy@columbiacountychamber.com](mailto:tammy@columbiacountychamber.com).

### Job Description

**POSITION TITLE:** Vice President

**REPORTS TO:** President / CEO

**DEPARTMENTS:** Membership, Programs, Chamber Foundation, Workforce and Education, and General Operations

**General Summary:** Increase net membership through customer – focused recruitment and retention programs; communicate effectively with members to heighten awareness and appreciation of Chamber programs, activities, and objectives; lead, assist, and execute programs with increasing revenues of sponsorships, grants, and other revenue sources; providing overall management for Chamber operations and programs; in extended absence of president / CEO, makes discretionary decisions in support of the Board and the CEO in keeping with Strategic Plan and existing policies; enhance and promote image and visibility of the Chamber.

**Scope:** The Vice President is responsible for the operations and administration of programs and services in accordance with the Chamber's Business Plan, By-laws and Board policies.

**Location:** 1000 Business Boulevard, Evans, GA 30809

**Travel:** Local, State, and National

#### Essential Duties and Responsibilities

- Execute policies, programs, and procedures as directed by the Chamber By-laws.
- Develop and direct the Chamber's Foundation operations and oversight of Board of Directors.
- Direct management of efficient operation of the Chamber offices.
- Manage Chamber office oversight to include building maintenance, supplies, and efficiency.
- Development of short and long-term goals and plans for programs and services as approved by the Board of Directors, and directed by the Vice President for the Programs Manager, Member Relations Manager, Membership Sales Manager, and Membership Services Coordinator.

- Direct Management of the Membership personnel, and assist with management of other personnel. Management will include coaching, counseling, and evaluation of performance.
- Directs the maintenance and expansion of the membership base.
- Directly manages Chairman Circle Member Investors to include sales and retention calls.
- Furnish monthly membership report, financial reports, and other reports as requested by the President / CEO.
- Analyzes and interprets the needs of the business community and recommends new programs and modifications to on-going programs when appropriate.
- Responsible for leading and executing sponsorship sales to meet projected budget of programs and initiatives.
- Maintains good relations between the Chamber and other agencies, governmental entities, and other Chambers of Commerce to create strong partnerships and on-going relationships.
- Participates in continuing professional development and education.
- Other duties as assigned by the Chamber President / CEO and the Chairman of the Foundation Board of Directors.

### **Main Areas of Focus**

- Management of the Chamber's Foundation Board of Directors
- Management and execution of the Chamber's Foundation strategic plan
- Management of the Workforce and Education Committee and action of W/E programs
- Workforce and Education Programs – Leads and Coordinates with assistance from WBL Student and Programs Manager
- Columbia County CTAE Advisory Committee Member
- Management and execution of membership sales and retention efforts to include personal sales calls to top potential members and current members.
- Develops and directs staff meetings, staff training, and team building activities
- Develop and execution of the Small Business Champion program
- Attend monthly Board of Education Meetings
- Management of Sponsorship Sales
- Assist with overall operations
- Assist with programs and events
- Represent the President / CEO and the Chamber upon request

### **Qualifications**

- A broad range of administrative and management skills and abilities, including but not limited to fiscal management and budgeting; organizational planning and program development, event planning, delivery and management; public relations, marketing and communications; business development and promotion; membership development and coordination; ability to manage multiple priorities at one time, and management of employees and volunteers.
- Demonstrated leadership, initiative, decision-making, critical thinking, problem solving, organization and prioritization skills.

- Excellent written and oral communication skills, and human relations skills, to work with community and business leaders, membership, staff, and volunteers.
- Understanding of the respective roles of volunteers and staff.
- Advanced computer proficiency (skilled in the use of Microsoft Outlook, Word, and Excel) and ability to learn and become proficient with Chamber database.
- Ability to perform each essential function satisfactorily.

### **Education**

A Bachelor's Degree from a four-year university, preferably in business administration, is required.

### **Experience**

Ideal candidate is a seasoned executive with a minimum of ten years' experience in management and a proven sales record. Non-profit Management or Chamber experience is preferred including an IOM.

### **Working Conditions and Physical Requirements**

The employee is regularly required to sit; to use hands to feel or handle objects, tools or controls; reach with arms and hands; hear, and speak. The employee is occasionally required to stand, walk, stoop, kneel and crouch. The employee must regularly lift or move up to 10 pounds, frequently lift or move up to 25 pounds, and occasionally lift or move up to 40 pounds. Specific vision abilities include close and distance vision, color vision, depth perception; and ability to adjust focus. There are sustained incidences of public contact, and moderate exposure to video terminals. The employee may encounter various levels of emotional strain or tension.

The employee must have the visual and auditory ability to respond to critical incidents and the physical ability to act swiftly in an emergency situation; ability to adequately observe participant activities, enforce safety regulations and apply appropriate managements techniques; and the ability to drive a vehicle and hold a valid driver's license.

The physical demands describe are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Columbia County Chamber of Commerce is a participating member of the Drugs Don't' Work Program. Random Drug Tests are conducted throughout the year.

### **Terms of Employment**

- 30 day provisional employment, 90 day and annual job performance evaluations
- Georgia is an "At Will" employment state.
- Passing of initial drug screening and random drug testing.
- Background check
- No other outside employment

- Reliable transportation and valid driver's license