**Career Opportunity**

To apply: Submit a resume by **August 7** to Board Chair Kurt Davis [kurt.davis@beasleygroup.com](mailto:kurt.davis@beasleygroup.com).

**POSITION SUMMARY**

The CEO/ Manager is responsible and accountable to the Board of Directors to provide executive leadership to the Chamber of Commerce. The Manager is the primary spokesperson and is responsible for providing highly visible leadership in the community and building collaboration and partnerships with key stakeholders.

The CEO/Manager of the Chamber is normally a non-voting member of the Board of Directors and Executive Committee and subject to the approval of the Board of Directors, is responsible for operations of the Hazlehurst-Jeff Davis County Chamber of Commerce, Inc. The CEO/Manager is responsible for and has power to carry out the outlined program of work, as well as instructions and policies determined by the Board of Directors. and always acts in the best interest of the Chamber and the community. The CEO employs, controls and directs the activities of members of his/her staff as necessary to properly conduct the business of the Chamber.

**Job Type**: Full Time Exempt

**Skills and Educational Requirements**

•         Previous experience in the management of a business in an executive or mid-level leadership position with supervision and P&L responsibilities.

•         Demonstrated public speaking and presentation skills.

•         Effective written communication skills. Strong customer service skills.

•         Outstanding time management and event planning skills.

•         Ability to effectively foster teamwork, collaboration, and networking with stakeholders:

* *Board members, staff, Chamber members, community leaders, elected officials, and strategic committees and organizations.*

•         Strong executive and supervisory skills, including the ability to plan, organize, lead, delegate, and monitor.

•         Passion for driving fundraising efforts to advance the Chamber's long-term strategic goals and initiatives.

•         Demonstrated ability to prepare and manage budgets, analyze organizational performance, and project financial performance. Minimum of 3 years of profit and loss (P&L) responsibility.

•         Experience in performing cost-benefit analysis for proposed ideas, projects, and events.

•         Ability to work a wide and flexible range of business hours, including occasional overnight travel.

•         Commitment to personal growth and the development of best business practices for the Chamber.

•         GACCE certification preferred.

**Education**

Bachelor's degree from an accredited college or university is preferred or comparable professional training and/or experience attained through military, industry, or association.