

JOB DESCRIPTION

PRESIDENT/CEO

BUTTS COUNTY CHAMBER OF COMMERCE

The Butts County Chamber of Commerce is seeking a career-minded, dynamic, energetic, and highly motivated individual for the position of President/CEO. Under the direction of the Board of Directors, in a professional manner, the Director will manage the daily operations of the Chamber of Commerce. The successful candidate will plan, coordinate, and assist in the development and execution of current and long-range programs to achieve community and organizational goals. The position is responsible for supervising support personnel and managing administrative and financial affairs of the Chamber office. Additionally, the President/CEO will promote economic growth, prosperity, and social well-being for Butts County through the combined efforts of the Chamber of Commerce Board, Committee Chairs, Volunteers, the Department of Tourism, the Development Authorities of Butts County, along with elected leaders and City/County/BOE staff.

The salary package is commensurate with qualifications and experience. Qualified candidates are encouraged to submit a cover letter, a current resume, and professional references to Butts County Chamber of Commerce, Attn: Executive Committee, P.O. Box 147, Jackson, GA 30233, or email to Lisa Durden at ldurden@buttschamber.com. Position is open until filled.

Job Responsibilities:

In addition to the above, the President/CEO will be responsible for the following:

Develop goals, objectives, and strategic plan for recommendation to the Board.

Serve as the principal spokesperson for the Chamber.

Represent the Chamber at business and community events, public and private meetings, legislative and political events, during and after business hours.

Work closely with city/county/elected officials, department heads, local development authorities and other community organizations in a collaborative effort to attract business and industry and promote community events.

Identify issues related to business, workforce and community image and help facilitate a cooperative and coordinated solution to same to remain/become the community leader to address such issues.

Build partnerships and relationships with local, state, and national elected officials.

Keep the Board abreast of personnel appointments and duties.

Foster, maintain and promote membership in the Chamber and participate in high level membership and sponsorship sales.

Manage tourism budget as Chamber serves as DMO for the county.

Identify and develop revenue generation programs and events.

Requirements:

College Degree or Relevant Job Experience.

Basic knowledge of Georgia legislative and local government processes.

Excellent oral and written communication skills, computer skills and organizational skills; strong public speaking skills; financial management and accountability.

Ability to motivate and manage staff and volunteers.

Be driven by growth and change; be able to reinvent ideas, think effectively and quickly and be adaptable, flexible, and open minded.