

## **Job Title: President & Chief Executive Officer (CEO)**

**Reports To:** Board of Directors

**Location:** Harris County, GA

**Type:** Full-Time

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### **Position Summary:**

The CEO of the Chamber of Commerce serves as the chief executive and administrative officer, responsible for overseeing the organization's operations, strategic planning, membership growth, financial viability and community leadership. This role requires a dynamic leader who can advocate for the business community, build strong relationships with stakeholders, support staff members, and lead initiatives that promote economic development and regional prosperity.

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### **Key Responsibilities:**

#### **Leadership & Strategy**

- Develop and implement strategic plans aligned with the Chamber's mission, vision, and goals.
- Serve as the face and spokesperson of the Chamber, representing the organization in business, government, and community forums.
- Advise and collaborate with the Board of Directors to set policy, direction, and organizational priorities.

#### **Membership Engagement & Growth**

- Cultivate and maintain strong relationships with current and prospective members.
- Develop membership recruitment and retention strategies.
- Deliver value-added programs and services to enhance member engagement.
- Foster strong relationships with business leaders, government officials, educational institutions, and community organizations.

#### **Operations & Financial Management**

- Oversee daily operations, including staffing, budgeting, and financial oversight.
- Ensure fiscal responsibility and long-term financial sustainability through diversified revenue streams (dues, sponsorships, events, grants).
- Supervise and support staff (including their development and growth), contractors, and volunteers.
- Ensure the Chamber operates within budget and complies with legal and ethical standards

- Manage and report the hotel/motel/bed tax proceeds from the Harris County Development Authority within its guidelines and for the benefit of the Authority and the Harris County Chamber

### **Advocacy & Public Policy**

- Represent the Chamber in legislative and policy discussions at local, state, and federal levels and communicate the process with the Board.
- Monitor local, state, and federal legislation affecting business interests.
- Advocate for business-friendly policies on behalf of Chamber members.
- Coordinate lobbying efforts and build coalitions with other organizations.

### **Marketing & Communications**

- Develop and implement communication strategies to promote the Chamber's mission and programs.
- Oversee branding, public relations, media relations, and digital marketing efforts.
- Act as the primary media contact and public representative.
- Coordinate with County Commissioners and the Development Authority to serve as the Designated Marketing Authority for the county

### **Program Development & Events**

- Plan and oversee events, networking programs, and educational workshops.
- Identify and develop partnerships that support community and economic development.
- Evaluate and report the effectiveness and ROI of Chamber programs to the Board.

### **Fundraising & Development**

- Lead fundraising efforts, including membership dues, sponsorships, grants, and events.
- Develop and maintain relationships with sponsors, donors, and funding agencies.
- Oversee planning and execution of events and programs that generate revenue.

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### **Qualifications:**

- Bachelor's degree in Business, Public Administration, Communications, or a related field (Master's preferred).
- 5+ years of senior leadership experience, preferably in a Chamber, nonprofit, or business development organization.
- Strong knowledge of economic development, government relations, and public policy.
- Exceptional communication, networking, and relationship-building skills.
- Proven ability to lead, manage teams, and drive organizational growth.
- Experience in fundraising, budgeting, and financial oversight.

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**Working Conditions:**

- Some evenings and weekends required for events and meetings.
- Travel within the region and occasional out-of-state travel for conferences.