



Job Vacancy Announcement
President & CEO at Hawkinsville-Pulaski County Chamber of Commerce

Location: Hawkinsville-Pulaski County Chamber, 56 Broad Street, Hawkinsville, GA 31036

The Hawkinsville-Pulaski County Chamber of Commerce is now seeking applicants for a President & CEO. The Chamber's Board of Directors is searching for a highly motivated professional who is passionate about fostering relationships among businesses, advocating on their behalf, and supporting economic growth for this community. This individual will be responsible to the Board of Directors, for the daily activities of the Chamber of Commerce, including all administrative, operational, personnel, and financial requirements of the organization. It is the policy of Hawkinsville-Pulaski County Chamber not to discriminate against any applicant for employment, or any employee because of age, color, sex, disability, national origin, race, religion, or veteran status.

About the Hawkinsville-Pulaski County Chamber of Commerce

The **mission** is to be the primary source for promoting and safeguarding our business community located in the Hawkinsville-Pulaski County area.

Our **vision** is to foster open communication within our community and promote a balance between the quality of life and the quality of business.

At the Hawkinsville-Pulaski County Chamber, we place a high value on building strong relationships with our community partners, government leaders, and members. To achieve our shared goals, we are committed to upholding a strict code of conduct that reflects our core values. These values are at the heart of everything we do, and we strive to ensure that they are reflected in all of our messages and actions. Our dedication to maintaining a positive reputation and fostering trust with the organizations we serve is unwavering, and we are proud to work alongside our partners to create a better future for our community.

Preferred Credentials, Skills, and Experience

- An associate or higher degree, preferably in Communication, Marketing, Business, or a related field.
- Four or more years of related work experience or training.
- A passion for Hawkinsville-Pulaski County and desire to see the Chamber and community grow through continued business expansion while uplifting current businesses.
- Ability to collaborate and facilitate professional and mutually productive relationships with business owners, other organizations, consumers, city and county government officials.
- A desire to be part of the Institute for Organization Management (IOM) program and other professional development as needed.
- An innovative and forward-thinking mindset to overcome obstacles.
- Event planning experience and strong organizational and communication (written and verbal) skills.
- Ability to use computer business software, including CRM, and social media platforms.

Essential Duties & Responsibilities

- Provide key leadership in the community. The President & CEO must take an active role and be visible with the members of the Chamber and the community.
- Actively work to carry out and achieve the Chamber's mission statement and vision.

- Develop and implement recruitment and retention strategies to increase membership and retain existing members.
- Assist Chamber members by evaluating economic trends, the local economy, and business strategies, and other relevant subjects to offer members services and data to help improve business growth and success.
- Work to ensure the growth and expansion of the tourism and hospitality industry in Hawkinsville-Pulaski County.
- Engage in public relations as the primary contact for the Chamber of Commerce and be accessible to the public and visible to the community. The President & CEO will provide the public with timely information and recognition on upcoming Chamber member and Chamber sponsored events and activities.
- Establish and develop relationships with key elected officials to better represent the interests of the Chamber members.
- Represents the Chamber of Commerce at community business activities and functions, which includes some evening and weekend appearances.
- Participates in professional memberships and affiliated organizations that enhances and connects the Chamber's ability to serve its members and the community.
- Supervises and manages all Chamber employees/volunteers and carries out responsibilities in accordance with the organization's policies and applicable laws.
- Prepares and submits annual budget to the Board of Directors for approval and is accountable for ensuring the budget is adhered to throughout the fiscal year and provides regular financial reports to the Board of Directors.
- Any and all duties assigned deemed necessary to maintain operations.

Diversity, Equity, and Inclusion Commitment

The Hawkinsville-Pulaski County Chamber is dedicated to fostering a diverse, equitable, and inclusive business community where every individual, regardless of race, ethnicity, gender, sexual orientation, age, disability, religion, or any other characteristic, is welcomed, valued, and supported. We believe in removing barriers, promoting equal opportunities, and amplifying underrepresented voices to build a thriving economy that reflects the richness of our society. Through our programs, initiatives, and partnerships, we pledge to continuously learn, grow, and take meaningful action to advance diversity, equity, and inclusion within our organization and throughout the communities we serve.

Additional Information

Job Type: Full Time

Pay: \$40,000.00-\$45,000.00 per year

Benefits

- Health Insurance and Dental paid by Employer at 100%
- 10 days PTO (15 days in 2025)
- 14-paid holidays per calendar year

Schedule

Traditionally Monday through Friday with 8-hour shifts but hours may vary and include some evenings and weekends.

How to Apply: Interested candidates should submit their resume and a cover letter detailing their relevant experience and outlining how they can contribute to the success of Hawkinsville-Pulaski County Chamber. Applications can be sent to info@hawkinsvillechamber.org.

Deadline to apply: April 5, 2024