



Job Title: President and CEO

Organization: Eatonton-Putnam Chamber of Commerce

Location: Eatonton, Georgia

Reports to: Board of Directors

Revised: September 2024

*****Position to officially begin January 2025*****

Position Overview:

The President and CEO of the Eatonton-Putnam Chamber of Commerce is the chief executive officer responsible for the strategic leadership, operational management, and community engagement necessary to fulfill the Chamber's mission. This full-time, salaried role involves directing Chamber activities, enhancing economic development, promoting tourism, and ensuring strong community relationships. The President and CEO will foster collaboration with local businesses, city and county officials, and other stakeholders to achieve the Chamber's goals.

The President and CEO must be a dynamic, passionate, and strategic leader who will ensure the future vitality, development, impact, and relevance of the Chamber. This role requires integrity, approachability, commitment, empathy, a collaborative spirit, diplomacy, and a community-focused mindset.

Key Responsibilities:

- **Leadership and Strategic Vision:**
 - Provide visionary leadership to advance the mission, vision, and strategic priorities of the Chamber.
 - Develop and implement policies and programs that align with the goals set by the Board of Directors.
 - Maintain an active leadership role in the community to promote the Chamber's initiatives and partnerships.
- **Board Collaboration and Reporting:**
 - Serve as the key liaison between the Board of Directors and Chamber staff, ensuring effective communication and collaboration.
 - Regularly inform the Board of the Chamber's operational and financial status, and provide reports on key community and economic factors.



- Attend all Board of Directors and Executive Committee meetings, providing strategic insights and recommendations.
- **Policy and Program Implementation:**
 - Take responsibility for executing policies and decisions made by the Board.
 - Oversee the development and execution of the Chamber's annual program of work, ensuring objectives are met and investor needs are addressed.
- **Community and Economic Development:**
 - Collaborate with city, county, and economic development officials to promote community growth and tourism.
 - Engage in economic development activities, including community development projects and tourism promotions.
 - Maintain strong relationships with civic organizations, local businesses, and community leaders.
- **Financial Management:**
 - Prepare the annual budget for Board approval and present monthly financial statements.
 - Ensure sound financial management, including overseeing accounting procedures, audits, and the timely deposit of funds.
 - Seek opportunities for revenue growth through membership development and sponsorships.
- **Public Relations and Advocacy:**
 - Act as the Chamber's spokesperson, working with the media to promote the community and Chamber initiatives in a positive light.
 - Serve as a liaison between the Chamber and local government officials, promoting positive public relations.
 - Represent the Chamber at regional and state levels, including participation in key initiatives.
- **Staff Management:**
 - Supervise all Chamber staff, including hiring, performance evaluations, and, when necessary, terminations.
 - Conduct annual staff reviews and report outcomes to the Board of Directors.
 - Foster a collaborative and results-oriented work environment.
- **Event Management:**
 - Oversee the planning and execution of key Chamber events, including the Annual Awards Banquet among others.
- **Program Development:**
 - Lead and manage all programming including the Leadership Putnam program and Advisory Board, ensuring its success and alignment with community needs.
 - Identify and introduce new programs and services to benefit Chamber members.



- **Professional Development and Certifications:**

- Actively participate in professional development opportunities to stay current on best practices and emerging trends in chamber management.
- Ensure all professional certifications and organizational credentials are kept up to date.

- **Other Duties:**

- Perform additional responsibilities as assigned by the Board of Directors.

Qualifications:

- Proven leadership experience in a chamber of commerce, non-profit, or business organization.
- Minimum 3-5 years experience in executive and/or leadership position
- Strong understanding of economic development, tourism, and community engagement.
- Demonstrated ability in financial management, strategic planning, and team leadership.
- Excellent communication and public relations skills.
- Competency in CRMs, Google Suite, Creative and Marketing software and toolkits.
- Bachelor's degree in Business Administration, Public Administration, or related field preferred.
- Experience working with Boards of Directors and local government officials is highly desirable.

Preferences:

- CEO will reside within the Eatonton-Putnam County community

Compensation and Benefits:

- Starting salary: \$60,000
- 3% Simple IRA match
- Dental, Vision, and Health Insurance
- Generous PTO and paid holidays
- Monthly cell phone and in-county mileage allowance
- Generous professional development opportunities

Application Process:

Send a cover letter and resume to president@eatonton.com

***Application Deadline: Our current president is in office until January 16, 2025. We are looking to have this position filled by the end of December to allow for a brief transition period. Deadline to apply is November 15th, 2024.

