



PRESIDENT & CEO

REPORTS TO: Chamber Board Chair, Executive Committee, and Board of Directors

NATURE OF POSITION: Full-time. Exempt Employee

SUMMARY: The Anne Arundel County Chamber of Commerce is one of the largest chambers of commerce in Maryland. The Chamber is known for creating innovative and workable solutions to problems and issues facing Anne Arundel County and the region. The President & CEO is the chief executive and administrative officer for the Chamber. The President & CEO is responsible for the full range of activities needed to ensure the Chamber's success including: business and community development, external relations, membership and member services, budget and finances, legislative advocacy and government affairs, internal operations and staff management, and other programs and operations.

The President & CEO is expected provide visionary and innovative leadership for the Chamber and the Anne Arundel County business community.

ESSENTIAL DUTIES & RESPONSIBILITIES: In conjunction with the Board of Directors and staff, the President & CEO is responsible for the following essential functions:

- Strategic & Operational Planning – Develop a long-term strategic plan and annual business plan with measurable objectives for delivery of successful outcomes on all Chamber events, projects, and programs; and align objectives with annual budget revenue and expense projections.
- Board Relations – Builds and maintains strong relationships and communications with the Chair of the Board, Executive Committee, and Board of Directors. Plans and organizes Board and Executive Committee meetings.
- Policy Development, Implementation & Interpretation – Assists the Board in the development of policy, as needed, and is responsible for the execution of policies adopted by the Board.
- Organization Structure & Procedures – Continuously evaluates the Chamber's organizational structure, policies, and procedures to ensure their effectiveness.
- Advocacy & Public Policy – Collaborates with the Board to identify and manage the Chamber's relationships with, and advocacy efforts before, federal, state, and local governments. Represents and promotes the Chamber and its policies and objectives in a variety of public forums, including with federal, state and local government elected leaders, partnering organizations, and individual businesses.
- Marketing and Communication - Achieve and maintain high visibility in the community to create awareness and increase the perception of value of the programs and services and the political influence of the Chamber.
- Membership Relations, Development & Retention – Assists with recruiting and retaining new and existing members of the Chamber. Works effectively with leadership of companies and organizations of all types and sizes. Analyzes and interprets the needs of members and recommends revisions to increase membership value, engagement, and financial support.
- Program & Services Development – Provides staff and committees with the tools, guidance, and resources needed to develop new, creative, value-added programs, benefits, and services for the membership.
- Budget, Fundraising & Finances – Develops annual budget in conjunction with priorities determined by the Board of Directors. Manages revenues and expenses in accordance with established budget and ensures the preparation of accurate and timely financial statements. Aggressively develops and executes sponsorship fundraising strategies which further the mission and financial resources of the Chamber.

- Staff Administration –Oversees the management of the Chamber staff including hiring, firing, performance reviews, salary, and benefits administration, policy, and general supervision.
- Committee Responsibilities – Provides staff support, including the preparation of agendas, minutes and performance of duties specifically related to the Chamber’s governing bodies and committees.
- Other Duties as Assigned – Performs various other assignments as directed by the Board of Directors, Board Chair, and Executive Committee that are congruent with the Chamber’s mission and bylaws.

POSITON REQUIRMENTS

- The President & CEO must possess a professional presence, highly developed interpersonal, social media, and public communications skills, excellent time management skills, strong leadership ability, conflict resolution skills, negotiation skills, and the ability to influence. The President & CEO must generally be results oriented, diplomatic, persuasive, quick thinking, outgoing, and approachable.
- The President & CEO must demonstrate expertise on economic development principles, the regional economy, political environment, marketing and branding concepts, membership sales, and the opportunities and challenges to the growth and prosperity of large and small employers in the region.
- He/she should have a Bachelor’s degree. Five to ten years of proven leadership experience within a business, non-profit, or other association. Previous chamber of commerce executive experience or experience in a senior management position with mid-sized chamber is preferred. An equivalent combination of education and experience may be substituted for these requirements.
- To successfully perform the responsibilities of this position, the President & CEO:
 - Must possess a valid driver’s license;
 - Must be available for regular early morning, weekend, and occasional evening meetings;
 - Must register as a lobbyist with the Maryland State Ethics Commission and the Anne Arundel County Ethics Commission; and
 - Must be able to regularly lift and/or move up to 10 pounds and occasionally left and/or move up to 40 pounds.