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## **ATHENS AREA CHAMBER of COMMERCE PRESIDENT JOB DESCRIPTION**

### **POSITION OVERVIEW**

The President is the chief executive and administrative officer of the organization. The President is responsible to the Board of Directors for the full range of activities: coordination of the program of work; organization structure and procedures; motivation of volunteers; income and expenditures; maintenance of membership; employment and supervision of staff; and long-range planning.

The President develops, maintains, and implements a collaborative working relationship between the Athens Area Chamber of Commerce, local businesses and leaders, elected county and city officials, university administrators, public policy organizations, and others to foster a nurturing business environment for members in support of a strong "Love Athens~ Keep It Local" mission.

### **RESPONSIBILITIES**

- Acts as a primary spoke person for the organization
- Assures profitable and effective operation through optimum use of financial resources, fundraising, visibility in the community, and marketing
- Maintains effective communication and respectful rapport with the Board of Directors
- Makes certain that the Board of Directors receives relevant, timely communication to enable Board to operate at maximum effectiveness; coordinates and disseminates all materials for monthly Board meetings including setting the agenda, providing a monthly activity report, and sharing financials a week prior to the scheduled Board meetings
- Leads in identifying, initiating, and securing revenue generation opportunities
- Recruits new members and engages in member contact

### **INCOME and EXPENSES**

The President is responsible for drawing up the annual budget and relating budget and program goals for presentation to the Board of Directors for approval. Once approved by the Board, the President is responsible for all expenditures within the framework of the budget. The President will assist in the preparation of monthly financial statements of income and expenses.

### **MEMBERSHIP, MEMBERSHIP RELATIONS, DEVELOPMENT and RETENTION**

- Provides leadership in the area of membership services to ensure there is a compelling value for current and prospective members
- Works effectively with executives of companies and organizations of all types and sizes across the broad range of Chamber membership
- Ensures the successful operation of current residual offerings: Third Party BWC Group Savings Program; Anthem Health Insurance, annual *Membership Directory* and Map
- Analyzes and interprets the needs of members and recommends revisions to increase membership value, engagement, marketing initiatives, and financial support for Chamber member nonprofit organizations.

## **COMMUNICATION**

The President is the spokesperson for the Chamber and is responsible for all communication to the general public and media. The President shall supervise regular communication methods such as newsletters, weekly group email correspondence bulletins, and weekly radio updates to the members and the community at large.

- As official spokesperson for the Chamber with the media, the President shall prepare news articles or material, and maintain special publicity files for use in preparing such articles.
- The President shall maintain close ties with other groups in the community, elected officials, Town and Gown, and advise on developments affecting the business community.
- Although never politically motivated or taking a stance, the President will review pending or proposed ordinances or local legislation which will have an immediate or future impact on the business community and shall keep all appropriate committees informed of any activities that may affect the business community.
- Act as cheerleader for all things "local" to help boost local economy and remind residents to conduct ALL business in our own backyard
- The President will attend City Council meetings, city, and county sub committee meetings as needed or when a member specifically requests support in the form of a physical presence at meetings or via written correspondence

## **TEAM**

The President is responsible for the employment of all staff personnel, the assignment of their duties, the supervision of their work, and the establishment of the terms of their employment, within the framework of the approved budget.

## **QUALIFICATIONS**

- **Education:** Bachelor's degree required
- **Experience:** Related experience working in an executive position or career path which deals with the public and business community
- **Supervisory:** Past responsibility for managing team members and ability to delegate without micromanaging. Ability to plan, organize, and be flexible
- **Technical:** Proficient knowledge of computer programs, including Microsoft Office Suite, Quickbooks, Adobe PDF suite, and Wordpress. Outstanding public speaking and presentation skills and written communication. Good listening and conflict resolution skills

## **SALARY**

Competitive compensation package commensurate with experience.

The Athens Area Chamber of Commerce is a 501c6 nonprofit membership-based organization that promotes, advocates and provides investment value for its membership in a positive business climate in SE OH. The Chamber works with member partners to sustain progress through the growth of business, industry, local government, and our institutions of higher learning.