



JOB TITLE: President

RESPONSIBLE TO: Board of Directors

Serve as the President for the Charlevoix Area Chamber of Commerce that represents over 440 business members. Our mission is to support commerce and provide leadership to enhance the quality of life in the Charlevoix area. The Chamber has three full-time staff members and the President reports directly to the Board of Directors.

Essential Duties and Responsibilities:

- Set overall objectives, lead strategic planning and execution, develop budget and implement program of work.
- Ensure accuracy, integrity and timeliness of all financial accounting and reporting.
- Responsible for the recruitment, hiring, training, management, and performance evaluation of all staff.
- Serve as the organization's official spokesperson; perform public relations and public speaking related to the Chamber's interests.
- Lead membership development activities including new member and membership retention sales, billing and dues collection.
- Advance Chamber goals by maintaining effective relationships and communication with the membership and key stakeholders.
- Serve as the programing lead, oversees all event management and programing annually.
- Participate in community initiatives as well as regional and state-wide business and economic-related events.
- Advocate to elected officials on local, state, and federal issues important to the business community.
- Lead the promotion of the Chamber and its programing through social media, website, advertising, weekly newsletter, annual publications, videos, newspaper columns and radio programing.
- Performs other related duties as required.

Qualifications and Experience:

- Bachelor's Degree required or comparable business experience.
- Excellent communicator, oral and written; persuasive, passionate and able to present successfully to groups.
- Ability to sell a community and region and to engage a wide range of stakeholders and industries.



- History of creating and championing programs and initiatives that focus on increasing economic vitality and quality of life.
- Experience actively promoting an organization including an understanding of membership growth and retention, as well as strategies to increase and communicate value.
- Experience bringing groups and individuals together around complex issues with positive outcomes.
- Ability to maintain an inclusive, nonpartisan approach.
- Excellent verbal, written, negotiation, and organizational skills.
- Experience and success in developing compelling written, oral and visual presentation/marketing materials.
- Knowledge and understanding of the business community in the region.
- Proficient in Microsoft Office programs including Outlook, Excel and Word.
- Flexible scheduling required – including early mornings, evenings during the week, weekends and Holidays.
- A minimum average time commitment will exceed 40 hours per week to fulfill the duties required of this exempt position.