



Vision. Economic Growth. Leadership. Supporting and advocating for the success of our business community. This is the work of the Van Wert Area Chamber of Commerce.

The Van Wert Area Chamber of Commerce celebrates its 96th year of proudly promoting the interests of our local business community. The Chamber, operating as a 501(C)6, provides its investors with cost-savings, profit-enhancing benefits together with business growth tools and privileges including, networking, promotional and marketing opportunities; legislative advocacy along with leadership and professional development.

Together we build success.

Mission Statement:

To aggressively promote the interests of the business community.

Vision Statement

Be the leading advocate for business by promoting commerce, providing investor benefits and encouraging economic growth.

Position Title: President/CEO

Reports to: Executive Board and Board of Directors

Hours: 40 hours/week. Additional hours may be necessary during major Chamber events.

Duties/Responsibilities:

The President/CEO is accountable for all organizational activities of the chamber including but not limited to: programming, events, membership recruitment, development and retention; hiring; supervision of staff and volunteers; total fiscal responsibilities within agreed upon financial resources; and developing and maintaining a strong business environment, fostering relationships with the members and business community at-large.

- Events may include: The Van Wert Area Biz Expo & Taste of Van Wert County, the Golf Classic, Salute to Small Business Awards, Annual Dinner, Leadercast (or other leadership event,) Chamber Coffees.
- Programming may include: Ohio West Safety Council, Leadership Van Wert County, Van Wert Leads or other networking programming

The successful candidate will be a proven, results-oriented leader who motivates and coordinates the Chamber's board, volunteers and staff in championing local business interests, encouraging economic growth.

Knowledge, Skills, and Characteristics:

- The President/CEO is expected to maintain the highest degree of professionalism at all times due to the public nature of this position.

- Strong interpersonal skills that encourage relationship building and partnerships within the business community, other Van Wert area, NW Ohio and statewide economic development organizations and key stakeholders such as educational partners and the media.
- Excellent communication skills, including written, oral and listening skills, public speaking in large and small groups, representing the Chamber in all media.
 - Oversees all social media and the website for the Chamber to present the Chamber in a positive light, encouraging engagement with the business community and the community at large.
- At least five years' experience as a successful leader within a business environment or other field deemed appropriate for the position. Chamber and/or other non-profit management is preferred.
- Proficiency with Microsoft Office products as well as database technology. QuickBooks and/or Excel proficiency preferred. Experience with graphic design/photo software is a plus.
- Proficiency of social media and online marketing to include: website management, email marketing, Facebook, Instagram and Twitter, LinkedIn.
- Ability to analyze financial statements, insure the transparency of the financials working with the board treasurer to present the financial report at each monthly board meeting.
- Bachelor's Degree in business, marketing or communications field or 3-5 years' experience in a Chamber of Commerce, another membership organization or economic development is preferred.

Salary:

Salary will be commensurate with experience and qualifications.

For Consideration:

Submit letter of interest and resume' **no later than Friday, July 20, 2018.**

Email documents to: chamber@vanwertchamber.com or mail to 118 N. Washington St., Van Wert, OH 45891.