

## **President/CEO Search**

### **Millington Area Chamber of Commerce, Millington, TN**

The President/CEO will report to the Board of Directors, and will bring with him/her a strong record of execution and exceeding goals. He/she will have strong finance and analytical skills and the ability to self-educate, evaluate and assess new opportunities. The new leader will have exceptional relationship-building skills enabling him/her to become part of the fabric of our community by building partnerships with members, key community partners and employees built on a foundation of strong communication, decisiveness, personal integrity, work ethic, passion and execution. The President will focus on three key goals: 1. Job creation through company recruitment, retention, expansion and entrepreneurial development activities; 2. Provide compelling chamber membership programs and services through public advocacy and focused program development; and 3. Ensure the long-term financial sustainability of the organization through multi-year sustaining investment programming, fundraising and membership recruitment and retention, and attracting public support for new program initiatives. Log onto [www.millingtonchamber.com](http://www.millingtonchamber.com) for detailed job description. Interested and qualified candidates should forward a cover letter including salary requirements and resume no later than September 1, 2011 to [info@millingtonchamber.com](mailto:info@millingtonchamber.com) with "President/CEO Position" in the subject line. Or you may mail your application packet to Millington Area Chamber of Commerce, 7743 Church Street, Millington, TN 38053. Only electronic or hardcopy submissions which follow these guidelines will be accepted. **PHONE CALL INQUIRIES WILL NOT BE ACCEPTED.**

# Millington Area Chamber of Commerce

## Job Description

**Position:** President/CEO

**Accountability:** Board of Directors

**Governing Documents:** Bylaws, Policy Manual

**Status:** Exempt

**Respond to:** Send cover letter including salary requirements and three references along with resume electronically to [info@millingtonchamber.com](mailto:info@millingtonchamber.com) referencing "President/CEO Position" in the subject line. Or, mail application packet to Millington Area Chamber of Commerce, 7743 Church Street, Millington, TN 38053. Applications must be received no later than September 1, 2011 for consideration. PHONE INQUIRIES WILL NOT BE ACCEPTED.

The PRESIDENT/CEO is the chief executive officer and senior staff person for this not-for-profit organization. The PRESIDENT/CEO will report to the Board of Directors, and will bring with him/her a strong record of execution and exceeding goals. He/she will have strong finance and analytical skills and the ability to self-educate, evaluate and assess new opportunities. The President/ leader will have exceptional relationship-building skills enabling him/her to become part of the fabric of our community by building partnerships with members, key community partners and employees built on a foundation of strong communication, decisiveness, personal integrity, work ethic, passion and execution. The PRESIDENT/CEO will focus on three key goals:

1. Job creation through company recruitment, retention, expansion and entrepreneurial development activities;
2. Provide compelling chamber membership programs and services through membership retention, public advocacy and focused program development; and,
3. Ensure the long-term financial sustainability of the organization through multi-year operating campaigns, maximizing real estate asset base and attracting public support for new initiatives.

## A. ESSENTIAL FUNCTIONS

The Chamber is organized for the purpose of serving its members and partners by advancing the civic, commercial, industrial, agricultural and general interests of the City of Millington, TN and its trade area

### 1) RELATIONSHIP

- a) **Board of Directors** - Develops and maintains a strong, open, respectful working relationship with the Board of Directors. The President shall effectively communicate and update Board members on Chamber activities, events and issues. Is responsible for developing meeting agendas, board minutes and maintaining organization records. Ensures that the Chamber policy, as established by the Board, is properly recorded and documented in the policy manual. Shall assist the Board in preparation of statements of Chamber position on public issues.
- b) **Chamber Members** - The President shall motivate members to support personal and financial commitment to the organization's activities and events. Analyzes and interprets the needs of members and recommends revisions in programs to improve services and assist with adding value to Chamber membership. The President shall assist members to develop ideas, and create proposals translating concepts into action plans that shall promote organizational goals.
- c) **Community** - Represents the organization at appropriate meetings, serving as close liaison with all groups, being a spokesperson on pertinent issues. Utilizes effective

communication skills to counsel and advise on development of programs and activities affecting the business community. Reviews and evaluates legislation, which shall impact the chambers goals and policies, and discusses action with committees and Board for study and future action.

- d) **Partners** – Develops lasting relationships with Chamber partners including, City of Millington, NSA Mid-South, City of Millington Industrial Development Board, Millington Regional Jetport, Memphis Regional Chamber, Shelby County Chamber Alliance, Shelby County Government, ECD, TDOT, etc.

**2) PROGRAM OF WORK** – Is responsible for implementing the Millington Area Chamber of Commerce’s comprehensive development program to promote and position the Millington area for increased economic and community growth.

**3) CHAMBER STRUCTURE, POLICY AND PROCEDURE DEVELOPMENT** - Provides the leadership to ensure that the Chamber functions with maximum efficiency. Assists committees, members and staff in the interpretation of policy that shall promote the vision and mission of the organization. Identifies and implements solutions to challenges that face the Chamber and community. Recommends changes in the organizational structure and internal operating procedures to the Board of Directors for input and approval.

**4) VOLUNTEERS** - Recruits, motivates and organizes effective utilization of volunteers within the Chamber’s community activities. Develops committees and facilitates strategic alliances within those committees to fulfill the objectives and goals of the organization.

**5) FINANCES** - Develops an annual budget that relates to program goals and objectives for Board approval. Oversees all expenditures within the framework of the budget. Monitors the preparation and accuracy of the financial report statements presented to the Board. Ensures financial records are audited and presented annually to the Board.

**6) SALES** - . Create value based program that cultivates a strong and sustainable membership base including the Sustaining Investment Program. Responsible for recruitment and retention of new members to the Chamber to meet budget goals.

**7) STAFF** - Responsible for the hiring, and supervision of office personnel, assigning their duties, overseeing completed work, and establishing terms of employment within the framework of the approved budget. Implements personnel policies, conducts performance evaluations and plans for skills development.

**8) COMMITTEES** - Serves as ex-officio on all committees including the two standing committees: Executive Committee, Finance Committee.

**9) THREE STAR** – Serves as the contact person for Millington’s continued participation in the Tennessee’s Department of Economic & Community Development’s Three Star Program. Responsible for all required elements and program development as required by Three Star.

**10) FACILITIES** - The President is responsible for the location, design and maintenance of facilities, which shall provide for an efficient operation and positive image for the Chamber organization.

**B. OTHER RESPONSIBILITIES:**

Performs other related duties as needed or assigned

## **C. MINIMUM QUALIFICATIONS:**

### **1) EDUCATION**

- a) Bachelor's degree in business administration or related field. Graduate degree in business, finance or marketing and/or Certified Chamber Executive designation is a plus.

### **2) EXPERIENCE AND SKILLS REQUIRED**

- a) At least three years of recent progressive senior administrative experience in a Chamber of Commerce, a not-for-profit organization or closely related environment that includes the identified skills, including the principals of volunteer management, program administration and strategic planning.
- b) Demonstrates a sense of vision for the mission of the corporation. Extensive knowledge of state and local government operations including the various legislative processes.
- c) Ability to review and critically appraise program proposals and other complex issues.
- d) Strong communications and public relations skills coupled with the ability to influence others in a positive manner.
- e) Considerable knowledge and use of the principles of "quality" management and its implementation in a service organization.
- f) Considerable knowledge and use of leadership skills at several levels for the management and supervision of all aspects of the organization's activities.
- g) Considerable working knowledge of accounting and finance as they relate to the fiscal and financial obligations of the organization, internal accounting controls and financial analysis of revenues and expenditures.
- h) Ability to supervise personnel in a manner conducive to efficient performance, production and high morale.
- i) Ability to establish and maintain strong working relationships with others. Present ideas effectively, verbally and in writing. The preceding qualifications are guidelines. Other combinations of education and experience could provide the necessary knowledge, skills and abilities to perform this job.
- j) Computer skills including efficient use of Microsoft Word, Excel, PowerPoint and Outlook are required with a working knowledge of Adobe Photoshop, Microsoft Publisher and QuickBooks a plus.
- k) Possession of a valid TN driver's license.

### **3) WORKING CONDITIONS AND ENVIRONMENT**

- a) Once offer is made, a background check including a credit report shall be required.
- b) Completion of the four-year program of the U.S. Chamber Institute for Organization Management shall be expected, a plus if already completed.
- c) This is a diversified job requiring sustained mental effort related to public contacts, organizational issues, mediation, planning and technical areas as well as travel, public speaking and non-standard business hours.
- d) The working environment is good and fast paced. There is sustained exposure to public contact and sitting. There is also moderate exposure to Video Data Terminals (VDTs) and exposure to moderate lifting up to 50 pounds.