

Greater Coachella Valley Chamber of Commerce

Position: PRESIDENT and CHIEF EXECUTIVE OFFICER

GENERAL DESCRIPTION:

The Chamber Chief Executive Officer (CEO) coordinates and implements the many activities of the Chamber of Commerce, working under the direction and policy guidelines of the Board of Directors and Executive Committee. The CEO coordinates/delegates the activities of many councils, committees and task forces and supervises the work of the staff of these various entities in the pursuit of the Chamber's objectives. As the chief staff officer, the CEO will be called upon to represent the Chamber Board of Directors and Officers in contact with the membership, with outside individuals, public agencies and officials, various organizations and groups, and with the general public, all requiring judgment and tact to foster good community/chamber relations. The CEO reports directly to the Executive Committee, and more broadly to the Board of Directors.

RESPONSIBILITIES:

Responsible for assuring that a membership recruitment and retention plan is in place. This may be accomplished by directing and participating in a sales program and working with the appropriate people to ensure adequate membership services.

Acquaints themselves with as many members as possible, familiarity with their business goals and problems, for the purpose of maintaining good membership relations, stimulating communications within the business community, identifying common goals and problems to which the Chamber should address itself, and identifying people who may contribute time and resources to Chamber programs.

Maintains current statistics and familiarity of the economy of the area, both inside and outside the Chamber membership.

Cultivates good relationships with city, county, state and federal governments and their elected officials and staff.

Maintains a high level of communication among the Chamber officers, directors, staff, committees, and members as well as between the Chamber and the general public.

Coordinates the activities of the Chamber committees, with the Board of Directors and Executive Committee, and provides necessary staff assistance.

Oversees all staff activities of the Chamber including the hiring and discharge of employees.

Prepares and implements an annual budget for the Chamber and coordinates expenditures consistent with the budget.

Reports to the Executive Committee and Board of Directors, on a monthly basis, the current status of the membership and finances.

Informs the Executive Committee and Board of Directors of various problem areas and activities throughout the community that may affect the business sector.

Oversees all Chamber publications, marketing, partnerships, and generally manages the chamber's public image.

Oversees the Chamber's legislative and advocacy activity, strongly advocating for the wellbeing and interests of membership at every level of government.

Serves on local and regional boards, committees, and other entities that further the interests of the chamber.

Other duties as may be required.