

President/CEO – Southwest King County Chamber of Commerce

The Southwest King County Chamber of Commerce is seeking a new President/CEO. The President/CEO is responsible for planning, implementing, and evaluating the activities of the Chamber as directed by the Board of Directors. Position requires managing the day-to-day operations of the office/staff, membership development and sales, close communication with Chamber members, business/industry, government and school officials, as well as community members on various issues affecting the economic vitality and quality of life within the Southwest King County (SeaTac, Tukwila, Burien and Des Moines), WA.

Applicants should possess exceptional leadership/communication skills and executive management experience including a strong economic/financial background. Preferred qualifications include Chamber of Commerce experience, graduation from the W.A.C.E. Academy or US Chamber Institute, experience reporting to a board of directors, and sales experience.

Salary: Base \$60K + Benefits DOE

Self-motivated individuals with optimism, enthusiasm and a drive to take Southwest King County to the next level should send their resume and salary requirements to: Search Committee, PO Box 58591, Seattle, WA 98138 or e-mail swkcsearch@gmail.com.

Resumes will be accepted through December 15, 2010

Position Title: President/CEO

Application Deadline: December 15, 2010

Position Location: Southwest King County (SeaTac, Tukwila, Burien and Des Moines, WA)

Area Population: 119,000

Chamber Members: 375

Chamber Staff: 3

SOUTHWEST KING COUNTY CHAMBER OF COMMERCE

14220 Interurban Avenue S., #134, Tukwila, WA
PO Box 58591, Seattle, WA 98138
www.swkcc.org

Position: President/CEO

Report to: Board of Directors

Exempt position: Full time/Salary position may include some Saturdays, holidays, evenings and/or early mornings.

Job Location: The job centers out of the Chamber office, however, the President/CEO participates in many meetings at various locations.

Position Description:

The President is the chief administrative officer of the organization. Duties are subject to the direction of the Board of Directors. The President/CEO serves as the primary staff point of contact for the officers, Executive Committee, Board of Directors, and Elected Officials. The President/CEO manages the property, business affairs and staff of the Chamber. The President/CEO is responsible for initiating, implementing and evaluating all aspects of Chamber activities. Primary responsibilities include:

- Operations
- Management
- Long-range planning for the organization
- Membership relations
- Policy recommendations to the Board and
- Be a visible member of the community

The President/CEO responsibilities include:

1) Planning

The Chamber President/CEO will work with the officers and directors of the Board on:

- a) Annual business plan with long term and short term objectives
- b) A realistic annual budget to achieve objectives

2) Policy

The Chamber President/CEO will develop, monitor and evaluate:

- a) Organizational structure to accomplish the objectives.
- b) Appropriate financial, legal and operational policies and procedures to support effectiveness
- c) Provide guidance and direction to key stakeholders including the Board of Directors, key volunteers and staff regarding the organization's purpose, goals, and policy positions.

3) Financial Management

The Chamber President/CEO will:

- a) Supervise the preparation and maintenance of all records, reports and legal documents for the Chamber.
- b) Present an annual budget recommendation that adequately funds the organization needs.
- c) Supervise all investments and expenditures against the approved budget.
- d) Present a monthly financial statement to the Board for approval.
- e) Develop sources of non-dues revenue for the organization.
- f) Prepare a Year End Report on the organization's finances and activities.

4) Board Development

The Chamber President/CEO will:

- a) Provide orientation support and guidance to the Board on Chamber issues.
- b) Assist the Board in identifying potential opportunities.

- c) Assist the Board in developing an annual business plan and objectives
- d) Provide the Board of Directors with sufficient information to inform them of the financial, operational status of the organization.

5) Membership Development

The Chamber President/CEO will:

- a) Develop, monitor and evaluate systems to support membership retention and growth.
- b) Serve as primary recruiter/salesperson for new Chamber members and member retention.
- c) Identify and recruit volunteers to assist in shaping organizational directions through the Board, Committees and Task Forces.
- d) Develop methods of supporting and recognizing volunteers.

6) Staff Development

The Chamber President/CEO will:

- a) Employ staff necessary to carry out the work of the organization
- b) Monitor the terms of employment for all staff, assign duties and supervise work and evaluate employees' performance.

7) Community Relations

The Chamber President/CEO will:

- a) Actively promote the Chamber of Commerce to the community
- b) Actively promote Southwest King County as a desirable place to live, work, visit and do business.
- c) Maintain a positive relationship with other organizations in the Southwest King County area
- d) Build positive image through media communication
- e) Establish and maintain a satisfactory working relationship with community leaders, public and elected officials, private and public agencies.
- f) Be actively engaged through service clubs, attending events, and participating in a professional manner in or as part of the community.

8) Special Projects

The Chamber President/CEO will:

- a) Coordinate all additional assignments as directed by the Board of Directors
- b) Assist and provide support to other Chamber staff as needed.

Preferred Requirements:

- Chamber of Commerce experience/knowledge of operations
- Graduate of W.A.C.E. Academy or US Chamber Institute
- Experience reporting to a board of directors
- Sales experience

Performance Standards:

- Any combination of education and experience in business operations of for profit or non-profit organizations equivalent to five years of significant work experience at a senior management level. Experience and knowledge of finance, budgeting, marketing, and analytic skills.
- Excellent communication skills, both oral and written
- Excellent presentation skills
- Good organizational and people skills
- Ability to efficiently handle multi-tasked operations
- Knowledge of Governmental/Political process
- PC and word-processing experience
- Ability to be flexible with regard to business hours and accepting new responsibilities
- Professional appearance