



PRESIDENT/CEO JOB DESCRIPTION

Reports to: Board of Directors

Role Description

The President shall function as the chief executive officer of the Kilgore Chamber of Commerce. The principle role of the position is to ensure the effective operation of the Chamber while coordinating all organizational activities including: programs, membership, employment, training, supervision of staff and fiscal responsibilities. The President shall provide the leadership management to fulfill the vision, mission and strategic plan of the Kilgore Chamber.

A. Essential Functions

1. Program of Work

- Responsible for identification of long-range planning needs of the Chamber and community with the preparation of a program designed to meet these needs.
- Utilizes continuous improvement processes focusing on the attainment of program and community goals.
- Analyzes and interprets the needs of members and recommends revisions in programs to improve services and assist with adding value to Chamber membership.

2. Chamber Structure, Policy and Procedure Development

- Provides the leadership to insure that the Chamber functions with maximum efficiency.
- Assists committees, members and staff in the interpretation of policy that will promote the vision and mission of the organization.
- Identifies and implements solutions to challenges that face the Chamber and community.
- Provides oversight of organizational structure and internal operating procedures.
- Insures that the Chamber policy as established by the Board, is properly recorded and documented in policy manual.
- The President shall effectively communicate and update board members on Chamber business.
- Is responsible for developing meeting agendas, board minutes and maintaining organization records. Assists the Board in preparation of statements of Chamber position on public issues.

3. Develops Talent – Staff & Volunteers

- Recruits, motivates and organizes effective utilization of volunteers.
- Responsible for the hiring, and supervision of office personnel, assigning their duties, overseeing completed work completed, and establishing terms of employment within the framework of the approved budget.
- Implement personnel policies, conducts performance evaluations and plans for participation in service training to further develop work skills.

4. 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. Insures financial records are audited and presented annually to the Board.
- Shall motivate members to support the Chamber financial commitment to the organization.

5. Membership

- Responsible for recruitment of new members to the Chamber striving to meet budget goals.
- Involves Board members, staff, and volunteers in achieving member growth.
- Responsible for retention of members through relationship building and value on investment concept.

6. Public Relations & Advocacy

- 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 provides advice on development of programs and activities affecting the business community.
- Reviews and evaluates legislation which will impact the chambers goals and policies, and discusses action with committees and Board for study and future action.

8. Tourism/Main Street Marketing

- Develop short/long range marketing plans to promote Kilgore as a destination.
- Ensure strategic goals are met. Communicate marketing plans and achievements through communication with City of Kilgore, Chamber and community.
- Maintain an effective and strong relationship with the City of Kilgore through communication, transparency and partnership building.
- Coordinate and provide direction in the development of budgets and marketing plans with tourism staff.
- Provide financial and marketing oversight.

9. Facilities

- Responsible for the location, design and maintenance of facilities which provides an efficient operation and positive image for the Chamber organization.

Knowledge, Skills, Abilities, and Characteristics

- Requires good verbal and written communications skills, with attention to detail.
- Requires job enthusiasm and desire to help reach the organization goals.
- Demonstrated computer experience is essential.
- Must understand financial processes used in non-profit organizations.
- Strong organizational leadership skills are essential.
- Demonstrated promotional development skills.