

El Dorado-Union County (AR) Chamber of Commerce

Position: President & CEO

Salary/Benefits:

- Salaried, full-time position
- Commensurate with experience
- Vacation, paid holidays, professional development
- Medical insurance

Chamber Membership: 500+

Chamber Budget: \$350,000

Population of Area Served: 40,000+

- El Dorado 18,000+
- Other Cities within Union County 22,000+

Total Staff: 4 full- time, 1 part-time

Chamber's Mission, Vision & Values: The El Dorado-Union County Chamber of Commerce ("Chamber") serves El Dorado and Union County by promoting growth and economic development, advocating for the business community and serving its members with outstanding programs, networking opportunities and benefits.

Responsibilities: The President & CEO ("President") is responsible to the El Dorado-Union County Chamber of Commerce Board of Directors ("the Board") for all chamber activities consistent with the Mission, Vision & Values, goals and policies of the Chamber, including creating and implementing work plans to achieve the Chamber goals and objectives and managing the day-to-day operations of the Chamber office. The President provides leadership in the development of the Chamber, acquisition of resources, management of staff and evaluation of organizational efficiency. The President coordinates with local economic development directors, chambers of commerce, educational institutions, tourism agencies and city/county government entities to develop and implement economic development efforts and policies. The President is responsible for upholding the Chamber bylaws, government regulations and policies established by the Board.

Examples of Duties:

- Provide professional leadership, feedback, communication to all staff and volunteers to assure alignment with the Chamber's Mission, Vision & Values
- Oversee the Chamber budget, finances and fiscal reporting (coordinating with the CPA staff) to consistently keep the board and committee chairs informed with accurate and timely materials
- Develop and maintain beneficial relationships with other local non-profit organizations, educational institutions, Chambers of Commerce, Tourism Agencies, and City/County government entities
- Serve as primary interface for businesses seeking to invest in the area, including partnering with Arkansas Economic Development Commission in their efforts to bring new businesses to El Dorado and Union County

- Coordinate local economic development efforts, which includes workforce development, job creation and assisting local businesses as they move or expand
- Attend City Council Meetings, County Quorum Court meetings as well as Economic Development Board as necessary to keep the Chamber informed of critical business issues
- Develop and implement strategies for member retention consistent with established Chamber policy, as well as oversee new member engagement process and ensure appropriate staff outreach is made
- Manage the internal and external Chamber office operations, website services and technology needs of the Chamber to maintain efficient and effective business practices for supporting quality member services
- Able to manage multiple projects and initiatives simultaneously in an organized and timely manner
- Direct staff in preparing board meeting agenda, minutes, records, financials and necessary communications
- Issue press releases, letters to business clients and public officials, and publicity to all media outlets
- Serve as the Chamber's official spokesperson; manage public relations and public speaking related to the Chamber's interests
- Prepare, or direct preparation of, official publications of the Chamber including publications, promotional literature, newsletters, website updates, social media updates, and newspaper articles
- Help prepare, plan, attend and participate in all Chamber sponsored events and functions including but not limited to: Annual Meeting, Administrative Assistant's Luncheon, New Teachers Breakfast, annual Golf Tournament, EOL, monthly Business After Hours, and any other sponsored events or functions
- Work with the Board in identifying fund raising activities or sources of funds for the Chamber
- Responsible for the recruitment, hiring, training, management, quarterly and annual performance evaluation and termination of all paid staff, interns and consultants
- Perform other reasonable duties as requested by the Board

Experience & Skills Required:

- Bachelor's (preferred) in business, finance, marketing, communications and/or related field of study
- 5 years (preferred) experience in chamber and/or economic development industry
- Experience with non-profits, chambers of commerce, economic development and event planning is a plus
- Exceptional interpersonal skills; highly developed writing and speaking skills to provide leadership and motivation to staff and others
- Self-motivated, strategic thinker with strong time management skills
- Proficient in Microsoft Office tools (Word, Excel, and PowerPoint) and related software