

## Chamber President & CEO

### Job Details

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What is the job title?	Chamber President & CEO
Job Order Number	1164171
Created On	February 07, 2019
Updated On	February 07, 2019
What date do you want this job made public?	February 07, 2019
How many years of experience are required for this job?	2 years
Required education level	Bachelor's Degree
What is the minimum educational functioning level required for this position?	
If you prefer to only have those with a WorkReady! certificate referred to your job opening, please indicate the minimum level preferred.	
Is this position an Internship/Externship?	No
Day shift?	Yes
Evening shift?	No
Night shift?	No
Rotating shift?	No
Split shift?	No
Multiple shifts available?	No
Are there other shift schedules for this job?	
Is this job part-time or full-time?	Full-time
Is this job temporary or permanent?	Permanent
Average hours per week	40
Is overtime available	No
Is overtime required	No
Is this job an Affirmative Action job?	No
Is this a green job?	No
Is there a formal program for training new employees?	No
Is your company a Registered Apprenticeship sponsor?	No
Is travel required for this job?	No
Is driving an essential function of this job?	Yes
Does this job have driver's license requirements?	Class D
If this position requires a commercial driver's license, please indicate any endorsements that are required.	

### Job Description

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Plans, organizes, directs and controls the Chamber's services, products, economic development and public policy activities for association's members and responds to the needs of its members within available and agreed upon financial resources. Developing and maintaining a collaborative working relationship between the Mini-Cassia Area Chamber of Commerce, and other key business & public policy organizations, other regional chambers and other regional organizations to foster a nurturing business environment for members. Delegates portions of his/her responsibilities consistent with sound operations and authorized policies and procedures, together with proportionate authority for their fulfillment through subordinate managers responsible for member services, marketing, business services, public policy, financial, human resource, economic development and other related functions.

Responsibilities: • Assure the development and successful implementation of the Mini-Cassia Area Chamber of Commerce's multiyear strategic plan and the corresponding annual Business Plans as approved by the Board of Directors. • Assure effective and profitable operation for the Mini-Cassia Area Chamber of Commerce through optimum use of human resources, financial resources, equipment, technology, and processes in order to fulfill the goals of the organization. • Assure the Board of Directors receive relevant, timely communication to enable the Board to operate at maximum effectiveness; coordinates all Board meetings, including development of the agenda; and execute the Board Governance Plan including the coordination of membership on Board Committees. • Assure sound business practices are in place and used by all staff. Assure staff is delegated authority and is compensated commensurate with responsibilities. • Assure effective communication with the Board of Directors, members, all outside stakeholders and internal staff. • Assure the human resources are managed in order to create a positive and productive work environment that meets all legal requirements. • Assure the critical success factors of the organization are constantly highlighted and addressed. • Lead in identifying and securing revenue generation opportunities that provide benefits to the members. • Lead in other key initiatives as needed by the organization. • Act as the primary spokesperson for the organization. • Engage in direct member contact. • Recruitment of new members. • Delivery of information services to members. • Coordinate Officer/Board/Chair development. • Volunteer committees working with this position: o Board of Directors o Executive Committee • Positions reporting directly to the President & CEO: Office Operations Membership Coordinator Qualifications: EDUCATION / EXPERIENCE: • Bachelor's degree preferred • Two years related experience working in an executive position with significant personnel, financial and strategic responsibility • Significant supervisory experience preferred TECHNICAL: • Proficient knowledge of computer systems, specifically in MS Office products. • Outstanding public speaking and presentation skills. • Outstanding time management skills • Ability to communicate • verbal, non-verbal and listening skills with volunteers, members, peers, and coworkers. • **Supervisory skills** • **ability to plan, organize, and delegate** PHYSICAL REQUIREMENTS: • Some lifting and carrying • Requirements generally occurring in an office environment, including but not limited to: keyboarding, file retrieval, and communicating (verbal and written).

## Benefits

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Medical Insurance	No
Dental Insurance	No
Life Insurance	No
Paid Vacation	No
Retirement Plan	No
Disability	No
Incentive Pay	No
Tuition Reimbursement	No
Company Vehicle	No

401K No  
Child Care No  
Other benefits

## Comparison and Essential Skills

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	Employer	JobSeeker	Status
How many years of experience are required for this job?	2 years	3 years	Meets or Exceeds
Required education level	Bachelor's Degree	Some College	Does Not Meet

Are specific credentials required for this job?  
If so, please list them here.

## Essential Talents Comparison

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## Essential Tools and Technologies Comparison

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## Essential Work Activities Comparison

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## How to Apply for this Position

This employer wants to be contacted as follows:

1. You may apply for this job through the Mini-Cassia - American Job Center - 0050 at 127 W 5th Street North, Burley, ID (number\_to\_phone 208-678-5518)
2. Special Instructions:  
Submit resume and cover letter to Idaho Department of Labor 127 W 5th N Burley, ID 83318.

Employers may not consider you if methods other than those listed are used.

You may want to review your online IdahoWorks resume

(<https://idahoworks.gov/ada/r/users/272576/resumes>) to ensure that your resume, including your contact information, is complete and up to date.