

Cape Coral Chamber of Commerce

President and CEO

Job Description and Responsibilities

Position Summary:

The President/CEO reports to the Board of Directors and is responsible for the hiring and leading of staff. The President shall plan, organize, lead and control the organization. Activities include financial planning and monitoring, program planning and monitoring, member satisfaction and growth, volunteer and staff development and acting as the Chamber spokesman and community figurehead. The Chamber President must be an effective communicator, communicating the chambers mission statement to its members and community. The Chamber President has a fiduciary responsibility for the success of the Chamber of Commerce of Cape Coral. The President will implement the goals and objectives of the organization, and deliver high quality services to its members.

Professional Experience/ Qualifications

- Has served 3-5 years in a primary leadership position in a non-profit service organization and has familiarity with the unique challenges of running a non-profit.
- Someone who understands the dynamics of a chamber of commerce.
- Four year degree or equivalent.
- U.S. Chamber Institute preferred.
- Lead and motivate a variety of volunteers utilized in the successful completion of the annual business plan.
- Ability to communicate to volunteers and staff on operational matters and carryout the vision and direction provided by the board of directors.
- Executive style that generates respect and support from a wide range of constituencies including large and small business, nonprofits, community groups, elected leaders and senior staff at the local and state level.
- Must be a successful leader.

Special Knowledge, Skills and Abilities

- Lead and motivate volunteers utilized in the successful completion of the annual business plan
- Excellent organizational and administrative skills to manage multiple projects
- Experience with various software and/or Windows based applications.
- Personal energy, excellent communication skills and presentation ability; comfortable with new and traditional media.
- Infectious energy, strong communication and presentation skills, engaging public presence, comfortable with new and traditional media.
- Highly motivated, visionary.

Submit resumes to: npodirector@capecoralchamber.com Applicant confidentiality will be maintained.

APPLICATIONS DUE BY NOON, MONDAY MARCH 30, 2015

Equal Opportunity Employer