



Announcement of Available Position

President/CEO – The Chamber of Southwest Florida

The Chamber 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 regional community members on various issues affecting the economic vitality and quality of life within the Southwest Florida region.

The Chamber of Southwest Florida is a regional business membership organization with a “member driven” focus on: governmental advocacy, leadership development, business education and training, membership service. The Chamber exists in a competitive environment where the regional employers and their needs are the niche for service, growth and development. The Board is both a working and a policy making body.

Applicants should possess exceptional leadership/communication skills and executive management experience including a strong entrepreneurial economic/financial background. Preferred qualifications include: Bachelor’s Degree, Chamber of Commerce experience, graduation from the US Chamber Institute, Community Leadership Program experience, experience reporting to a board of directors, creative writing and research skills and “hands on” sales experience. Ten years of Chamber management or related industry experience and direct experience in “tactical” quarterly and annual operation planning plus strategic and long range planning is desired.

Salary & Benefits Package Based Upon Experience

Self-motivated individuals with optimism, enthusiasm and a drive to take The Chamber of Southwest Florida and its regional mission to the next level should send their resume and salary requirements to:

Search Committee,
The Chamber of Southwest Florida
5237 Summerlin Commons Boulevard
Fort Myers, Florida 33907

Email: cswfcareer@gmail.com Attn: Search Committee

Resumes will be accepted through March 15, 2011

Position Title: President/CEO
Application Deadline: March 15, 2011
Position Location: Fort Myers, Florida
Area Population: Lee County: 615,124 Southwest Florida: 1,166,2412 (five counties)
Chamber Members: 150
Chamber Staff: 2



The Chamber of Southwest Florida

5237 Summerlin Commons Boulevard

Fort Myers, Florida 33907

www.chamber-swflorida.com

Position Description

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 across a broad regional market.

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
- Tactical, Strategic & Long-range planning for the organization
- Membership development & relations
- Program development and delivery
- 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 Florida as a desirable place to live, work, visit and do business.
- c) Maintain a positive relationship with other organizations in the Southwest Florida 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:

- Bachelor's Degree
- Chamber of Commerce experience/knowledge of operations
- Graduate of US Chamber Institute
- Experience reporting to a board of directors
- "Hands on" Sales & entrepreneurial 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
- "Hands on" sales and entrepreneurial skills
- Ability to efficiently handle multi-tasked operations
- Knowledge of Governmental/Political process
- PC and Microsoft Office Suite experience
- Ability to be flexible with regard to business hours and accepting new responsibilities
- Professional appearance