

Position Description: President/CEO

**Reports to: Chairman
Executive Committee
Board of Directors**

Nature of Work

The President of the Arab Chamber of Commerce is the chief operating and administrative officer of the organization. He/she is responsible to the Board of Directors for the full range of activities – coordination of the program of work, organizational structure and procedures, motivation of volunteers, income and expenditures, maintenance of membership, employment, training and supervising of staff, interpretation of policy, maintenance of office facilities and long range planning for the organization.

Knowledge, Skill and Abilities

Bachelors Degree or equivalent with a minimum of five (5) years experience in Marketing, Public Relations, Business or prior Chamber environment.

Must possess excellent communication skills both verbal and written

Must be computer literate with experience in MS Office, Quickbooks, and Internet applications.

Must be highly motivated, organized and decisive

Experience working with volunteers preferred

Must be a resident of the city of Arab either prior to employment or once employed.

Must be able to work with the public

Principal Duties and Responsibilities

Direct the overall operations of the Chamber of Commerce in an aggressive effort to promote improvement of the business, industrial and civic life of the city of Arab.

Daily responsibility for office activities and staff including hiring, training, evaluation and termination.

Attend all committee meetings and remain aware of status of all Chamber projects to ensure their timely completion. These include but are not limited to: Annual Awards Banquet, Golf Tournament, Business Women Luncheon, Sugarfest, Christmas Parade, any retail promotions and any other project that the Board adopts as part of the yearly program of work.

Works with the Board of Directors in preparation and presentation of the annual budget and recommendations to the Board for approval.

Responsible for all expenditures within the framework of the budget. Prepare monthly financial statements and ensure that goals are being met.

Maintain membership at a level that will insure necessary income for the operation of the Chamber. Maintain a current list of members at all times.

Organize and implement membership drive.

Make monthly calls and/or visits to the membership inquiring about their needs, fielding constructive criticism and reviewing personal input.

Cultivate and maintain personal contacts with key community leaders in business, industry and political fields.

Have a good general knowledge of all organizations in the community, their programs and their leadership.

Answer inquiries from those seeking information about living, working and relocating to the Arab area.

Must earn and maintain respect and confidence of the Board, individually and collectively.

Under a constantly evolving Board of Directors and officers, President must maintain continuity and consistency of programs.

Coordination of all meetings to include: monthly networking meetings, all committee meetings, Ambassador, JR Ambassador, Board of Director meetings and any other event in which the Chamber might be a participant.

Maintain a statistical database of information about Arab and Marshall County.

Maintain Chamber website keeping information relevant and accurate.

Responsible for preparing agenda, maintaining Board minutes and records and carrying out plans and programs of the Board of Directors.

Assumes responsibility for all communications to the general public including newsletters, general mailings, press releases and news conferences.

Cultivate and build rapport with media.

Responsible for relating the mission of the chamber to other groups, both civic and private.

Represent the Chamber at meetings of local, state and national organizations.

Represent Arab at trade shows, industrial fairs and other functions.

Maintenance of Chamber office to provide for an attractive and efficient operation.

Research public and private grant agencies and foundations to identify potential sources of funding for Chamber projects.

Work with Arab Industrial Development Board, the Marshall County Economic Development Council and the Alabama Development Office in efforts to insure the industrial growth of Arab.

Liaison with Arab City Schools and local industries in efforts to assist in the preparation of students for the work place.

Serve as Treasurer for the Arab City Schools Education Foundation Board of Directors. All records, correspondence and financial transactions are handled through the Chamber office.

In cooperation with Arab City Schools, oversee and administer the Junior Ambassador program.

Make personal contact with new businesses and coordinate Ribbon Cutting ceremony with Mayor's office.

Assist in development and implementation of citywide projects for community improvement.

Maintain professional relationships with allied development organization to include but not limited to: Chamber of Commerce Association of Alabama, Business Council of Alabama, Alabama Mountain Lakes Tourist Association, Marshall County Leadership Challenge, and Marshall County Convention and Visitors Bureau.

Develop, design and implement all Chamber promotions, advertising and public relations campaigns.

Serves as principal public relations and information spokesperson for the Chamber and for all people who are referred to the Chamber office or who otherwise look to the Chamber for direction.

This position is a salaried “exempt” status with semi-monthly compensation and may include some evenings, weekends, and early mornings to be worked in order to achieve the goals and responsibilities of the Chamber.

Duties and responsibilities may be changed, added or deleted at any time at the discretion of the Board of Directors. It may be done formally, or informally, either verbally or in writing.

Periodic updates to this job description will be made.

Statements included in the description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all inclusive.

To apply, please submit your resume to the Board of Directors via email to admin@arab-chamber.org or in office at 1157 N Main Street.