

SAN RAMON CHAMBER OF COMMERCE

JOB DESCRIPTION

TITLE: President/CEO

DESCRIPTION

The President is the Chief Executive Officer of the San Ramon Chamber of Commerce and is appointed by, takes direction from and reports to the Board of Directors. The President is responsible for the success of the organization through coordination and delegation of daily Chamber operations, activities, programs and events. The President shall manage all resources toward the objectives, goals and outcomes outlined in the Annual Strategic Plan, the bylaws and the corporate mission and vision.

RESPONSIBILITIES

- Leads, directs and delegates the operations, activities, programs, events and resources of the organization. Works with the Board and Board Chair to establish and implement the Annual Strategic Plan, organizational objective, goals and outcomes, and the corporate mission and vision.
- Reports to the Board regarding special events, issues, or circumstances affecting Chamber membership and the business community and directs appropriate Chamber response.
- Works and communicates effectively with the Board. Provides leadership, information, organizational updates and input to the Board. Plans for and assures Board meetings are timely, organized, informative and in accordance with the organizational bylaws. Serves on the Executive Committee and assists the officers with input, assistance, and guidance when needed. Communicates and collaborates frequently with the Board chair.
- Coordinates the activities of the Chamber committees. Works with Committee Chairs to facilitate Committee meetings and to accomplish Committee objectives.
- Oversees the fiscal resources and expenditures of the organization in accordance with the budget, with staff/Board Treasurer to support. Works with the Board Treasurer to establish the annual operating budget. Creates, implements and evaluates programs, services and sponsorships which generate revenue for the organization. Looks for and takes advantage of cost saving opportunities.
- Oversees all staff, interns and volunteers. Assures staff has adequate training, supervision, and regular performance evaluations. Provides opportunities for staff to develop professionally.
- Oversees the coordination of all Chamber events including but not limited to large/seasonal events, mixers and ribbon-cuttings. Manages the Chamber calendar. Supervises event staff and provides event production guidance and assistance when needed.
- Acquaints themselves with as many Chamber members as possible. Gains familiarity with their business goals and challenges for the purpose of maintaining good member relations, stimulating communications within the business community, identifying common goals and challenges to which the Chamber should address itself, and identifying people who may contribute time and resources to Chamber programs.

- Ensures that Chamber marketing materials, newsletters, social media and electronic communication are accurate, timely, and reflective of the organizational mission, vision, views, activities, programs, and events. Provides and promotes opportunities for public forums or input.
- Composes and distributes press releases as needed. Fields press inquiries and works with the Chamber leadership on responses/statements to the press.
- Represents the Chamber and demonstrates leadership in the community through involvement and participation in Chamber activities to promote and enhance the image of the Chamber. Establishes and cultivates good relationships with all interested groups and parties in the community.
- Works with city, state, and federal officials, relevant agencies/organizations and their staff to communicate and lobby for the needs of the business community and Chamber members. Stays abreast of governmental affairs that have potential impact on the business community and makes policy position recommendations to Chamber leadership.
- Works and communicates effectively with the Chamber Ambassadors. Provides leadership, information, organizational updates and input to the Ambassadors. Coordinates with the Ambassador Chair to plan for and assure that Ambassador meetings are timely, organized and informative. Helps to coordinate Ambassador volunteerism.
- Responsible for developing and executing membership retention/recruitment plans and programs and working with Chamber leadership to increase membership numbers. Maintains and enhances member services.
- Other duties as deemed necessary by the Executive Committee or Board.

PREFERRED QUALIFICATIONS

- Knowledge of the City of San Ramon.
- Understanding of the business community in San Ramon.
- Skilled in the use of Microsoft and Google suite of products, website management, budgeting, social media marketing strategies, Canva, Constant Contact and Chamber Master.

YOU WILL ENJOY THIS ROLE IF YOU...

- Love to work with passionate and dedicated members of the local San Ramon community.
- Are extremely organized, detail-oriented and a strong communicator.
- Are resourceful, adaptable and self-motivated.
- Have a collaborative spirit and are not phased by multiple project deadlines that overlap with each other.
- Are able to roll up your sleeves and support all aspects of the Chamber's success, from folding brochures and entering data in spreadsheets, to being involved in the community and attending local events.

PHYSICAL/OTHER REQUIREMENTS

- Must be able to operate a motor vehicle.
- Availability for some evening events, such as City Council meetings and Chamber Mixers.
- Requires the ability to lift objects (supplies, displays, equipment) with weights of up to 50-75 pounds.
- Generally the job requires 60% sitting, 20% standing, and 20% walking.
- Requires physical stamina to potentially function for 10+ hour days.

OTHER INFORMATION

- This position offers a competitive salary range/total compensation package of \$70,000 - \$90,000/year based on Full Time Equivalent (FTE).
- Benefits include PTO and sick days.
- Benefits such as health, dental, etc. are not included.
- The salary offer will be commensurate with experience.

INSTRUCTIONS TO APPLY

- Interested candidates should submit a resume and a letter of interest as attachments (Microsoft word, PDF, or Google docs) to sanramonchamber1@gmail.com with the subject line *"Application, President/CEO, <Insert Your Last Name>"*.
- The initial application deadline is October 9, 2024, at midnight.
- Applications will continue to be accepted after the initial deadline, but will only be reviewed if the position has not been filled.

EEO STATEMENT

The San Ramon Chamber of Commerce is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status.

The Chamber is committed to being an equal employment employer offering opportunities to all job seekers, including individuals with disabilities. If you believe you need a reasonable accommodation in order to search for a job opening or to apply for a position, please contact us.