

Organizational features	
Job title & description:	<p>President/CEO</p> <p>Reporting directly to the Board of Directors, the President serves as the Chief Executive Officer of the Murray County Chamber of Commerce. The President is responsible for the overall operation of the chamber, including but not limited to planning, policy development, financial management, market development, promoting and enhancing the economic well-being of the members.</p>
Incorporation / division:	Chatsworth-Eton-Murray County Chamber of Commerce
Reports to:	Board of Directors
Job requirements	
Languages:	English
Experience:	<ul style="list-style-type: none"> • Member/Public Relations • Marketing and Communications • Financial Management • Policy and Procedure Implementation • Human Resources
Education:	<ul style="list-style-type: none"> • Bachelor’s Degree Preferred
Special skills & Qualifications	<ul style="list-style-type: none"> • Financial Planning and Budgets • Maintaining and Servicing Current Members • Promoting Growth of New Membership • Event Planning • Management and Leadership Skills • Public Speaking
<p>Specific Job Related Duties:</p> <ul style="list-style-type: none"> • MEMBER/PUBLIC RELATIONS: Develops and maintains professional relationships with all groups in the area. Represent the Chamber at various meetings and functions. Directs and coordinates all chamber programs to include: economic development, membership programs and services. Participates in State and local Legislative affairs. • MEMBERSHIP: Maintains and increases membership and participation of both Board of Directors and Chamber members. Enhances and communicates to businesses the need to support an active chamber program. Interacts and visits frequently with businesses and business owners, both members and non-members, regarding their needs and develops a plan of action to support and promote the businesses in the community. • MARKETING & COMMUNICATIONS: Communicates effectively to and with Chamber members, the Board of Directors, and the public. Demonstrates experience with various forms of marketing and media (print, 	

personal, internet applications, and social media)

- **FINANCIAL MANAGEMENT:** Prepares an annual budget in conjunction with Board of Directors. Manages payroll, expenditures and assures that budget guidelines are met. Manages Chamber finances, approves expenditures, prepares monthly financial statements and presents monthly to the Board of Directors.
- **POLICY:** Plans, in consultation with the Board of Directors, long range policies for achievement of important community goals. Reviews proposals or projects originating in committee or elsewhere and recommends appropriate action to the Board of Directors. Works with staff and/or committees to implement policies. Coordinates work of all committees.
- **PLANNING:** Plans and organizes the activities of the Chamber so as to advance the economic, cultural and civic welfare of the region and its members. Advises the Board on the development of the strategic plan and the changing trends in industry and economic policies that affect the local markets.
- **HUMAN RESOURCE ADMINISTRATION:** Recruits, hires, trains, and supervises performance management development and dismissal of all paid staff. Supervises committees and coordinates and recruits volunteers.

Base Salary is BOE plus Benefits Package

To be considered please submit resumes to the following email address for review:
resumes.murraychamber@gmail.com