

# St. Cloud Area Chamber of Commerce

## Position Description

**Job Title:** President

**Class:**

**Exemption Status:** Exempt

**Department:** Executive

**Date:** April 20, 2021

### **Job Specifications:**

Education:	Bachelor's Degree
Job Related Experience:	10 years of relevant experience preferred
Supervision given:	Up to 15 F.T.E.'s
Supervision Received:	Board of Directors

**Job Summary:** The President is responsible for planning, directing and implementing all policies and programs of the 5-Star Accredited St. Cloud Area Chamber of Commerce, including its Convention and Visitors Bureau, toward the mission, vision, values, goals and objectives established by the Board of Directors.

### **Essential Job Duties:**

1. Supports and guides the Board of Directors in their leadership of the Chamber.
  - a. Develops and recommends goals, objectives, policies, procedures and budgets to the Board of Directors for their approval and implements approved goals, objectives, policies, procedures and budgets.
  - b. Prepares for and attends all Chamber Board of Director meetings and acts as their advisor in developing Chamber policies and taking official actions.
2. Supports and leads the work of Chamber and Convention and Visitors Bureau staff.
  - a. Assures that the mission, plans and direction of the chamber is communicated to, understood by and endorsed by all staff.
  - b. Coordinates the development and administration of human resource policies and compensation programs.
  - c. Establishes annual goals with all staff members and monitors performance based on measurable criteria established.
  - d. Sets, by example, the performance level expected of all staff.
3. Manages the operation of the Chamber.
  - a. Assures that Chamber activities are in compliance with state laws, regulations, policies and procedures.
  - b. Reviews all monthly financial and program activity; and directs necessary corrective actions.
  - c. Establishes, with staff, the membership, product and program income targets.
  - d. Contacts, regularly, a representative sample of all market segments while establishing and managing relationship with strategic members.
  - e. Attends Chamber programs and special events.
4. Works with the Convention and Visitors Bureau to maintain funding relationships with area cities.
5. Leadership of member recruitment and retention activities.
  - a. Responsible for membership sales and retention particularly with larger members and employers.

- b. Functions as Customer Service Representative to assigned Chamber members.
- 6. Develops and manages the Chamber's Public Affairs Program.
  - a. Interacts with selected elected officials on policy matters.
  - b. Advises, develops and communicates the Chamber position on local and state public affairs issues.
- 7. Maintains personal contact with state and national Chambers and related organizations to stay current with trends and issues.

**To Apply:**

Visit [www.StCloudAreaChamber.com](http://www.StCloudAreaChamber.com) or email a letter of interest and resume to [SearchCommittee@StCloudAreaChamber.com](mailto:SearchCommittee@StCloudAreaChamber.com).