



## **JOB DESCRIPTION: EXECUTIVE VICE PRESIDENT**

**SUMMARY:** Serves as Chief Operating Officer of the Chamber and will devote himself/herself to the affairs of the Chamber, and other duties as may be assigned by the Board of Directors and the President.

### **PRIMARY RESPONSIBILITIES:**

- Responsible for overall strategic planning, management and success of Chamber, staff performance, and membership satisfaction.
- Develop and execute a well-defined, annual program of work and budget.
- Select and develop an adequate organization of staff, assign duties and functions, and create a positive, productive work environment.
- Manage the Chamber's financial affairs, including responsibility for making purchases within budget, soliciting sponsorships including the annual Chamber Champions program, all invoicing, all disbursements and/or expenditures and payroll in accordance with a budget which will be approved by the Board.
- Coordinate Chamber functions, meetings and other community activities with Chamber volunteers and other community leaders. Serve as Secretary to all meetings, but may designate such duties to other staff members.
- Work and report results to the membership and community through press releases, newsletter with President and Divisional Vice Presidents in developing and implementing the Program of Work and the Annual Report.
- Build strong relationships with volunteers, members, city and other officials, and civic and community leaders for the betterment of the Chamber and the community.
- Other duties as assigned by the Board of Directors.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Minimum qualifications include an associate's or bachelor's degree or any equivalent level of experience in a related field; and a minimum of three years' experience in a leadership position within a Chamber or related complex organization.

The successful candidate must also practice exceptional:

- Communication skills, both oral and written.
- Strong planning and organizational skills.
- Presentation skills.
- Knowledge and leverage of digital media including social media platforms.
- Relationship building skills.

- Demonstrated experience in developing successful non-dues programming.
- Multi-tasking of multiple projects, issues and initiatives.
- Physical ability to walk, kneel, bend, stoop, and be able to lift 30 pounds.
- Experience using a personal computer and Microsoft Office software, as well as standard office equipment.
- Ability to drive a motor vehicle, required.

**COMPENSATION:**

The compensation package will include a competitive salary, determined in part by the successful candidate's level of professional experience. Annual evaluation performed in October by President and President Elect.

Position is classified as exempt. Dress is business attire. Reports to Board of Directors and President.

**INTERESTED CADIDATES:**

Submit:

1. Resume
2. Cover Letter
3. Salary Requirements (required)

By mail to:

TRP CPAs, PLLC  
Attn: Matthew Smith  
110 Commerce Drive  
Dunn, NC 28334

**Application deadline: November 15, 2018**