



MILFORD AREA CHAMBER OF COMMERCE (MACC) POSITION DESCRIPTION

Position Title: President & CEO

Supervisor's Title: Board of Directors through the Chair

F.S.L.A: Exempt

Position Overview:

- Plan, organize, direct and control the Chamber's services, products, events, economic development and public policy activities for members and respond to the needs of its members within available and agreed upon financial resources.
- Develop and maintain a collaborative working relationship between the Milford Area Chamber of Commerce and other key business & public organizations, other regional chambers and other regional organizations to foster a nurturing business environment for members.
- Delegate portions of job responsibilities consistent with sound operations, together with proportionate authority for their fulfillment through subordinate employees responsible for member services, marketing, business services, public policy, financial, event management, human resource, economic development and other related functions.

Responsibilities:

- Develop and successfully implement the Milford Area Chamber of Commerce's strategic plan and/or corresponding Business Plans as approved by the Board of Directors.
- Maintain effective and profitable operation for the Milford Area Chamber of Commerce through optimum use of human resources, financial resources, equipment, technology, and processes in order to fulfill the goals of the organization.
- Assure the Board receives relevant, timely communication to enable the Board to operate at maximum effectiveness; coordinate all Board meetings, including development of the agenda; and execute the subsequent plans including the coordination of membership on Board Committees.
- Practice sound business practices, making certain that they are used by all staff. Assure staff is delegated authority and is compensated commensurate with responsibilities.
- Maintain effective communication with the Board of Directors, members, all outside stakeholders and internal staff.
- Work to see that the Chamber's human resources are managed in order to create a professional, positive and productive work environment that meets all legal requirements.
- Make certain that organizational critical success factors are highlighted and addressed.
- Serve as a leader in identifying and securing revenue generation opportunities that provide benefits to the members, as well as other key initiatives as needed by the organization.
- Act as the primary spokesperson for the organization.
- Engage in direct member contact.
- Work with the Board Treasurer and Executive Committee to prepare an annual budget, monthly Balance Sheet, Profit & Loss Statement and all other related financial documents to be presented monthly at Board of Directors' meetings, including aging receivables, etc.
- Recruitment of new members, engage existing members and retain renewing members.

- Follow-up with collection efforts on all receivables for pending non-renewals or other financial obligations pledged to the MACC; i.e. sponsorships, tournaments, etc.
- Delivery of information services to members via email, direct mail and in-person.
- Coordinate Employee/Board/Chair development as needed and warranted.
- Serve as liaison to volunteer committees working with this position:
 - Board of Directors
 - Executive Committee
 - Auction Committee
 - Connecting Women Leaders Committee
 - Strategic Planning Committee

Qualifications:

EDUCATION / EXPERIENCE:

- B.A./B.S. in business, public relations, communications, economics, marketing or equivalent experience in relevant field
- Certification a plus; Certified Association Executive (CAE) or Certified Chamber Executive (CCE)
- Related experience working in an executive position with significant personnel, financial and strategic responsibility; emphasis on non-profit administration preferred. Previous experience working in a chamber of commerce or non-profit business organization not mandatory but preferred
- Significant supervisory experience required
- A high level of public speaking or master of ceremonies competency/comfort is a must. This position must be able to connect with MACC members and connect them with each other.
- This position requires an extroverted, “people-person” personality complete with strong public relations skills and an ease and comfort interacting with members, elected officials and the public in general
- Proficiency meeting with current, past and potential members. Strong membership sales ability is an absolute must-have skill. Business Development / Outside sales skills are a must.

TECHNICAL:

- Proficient knowledge of computer systems, specifically in MS Office products.
- Outstanding public speaking and presentation skills. Ability to demonstrate the value of Chamber membership to current, prospective and former members.
- Outstanding time management skills.
- Ability to communicate – verbal, non-verbal and listening skills with volunteers, members, peers, coworkers and Board.
- Supervisory skills – ability to plan, organize, and delegate.

PHYSICAL REQUIREMENTS:

- Some lifting and carrying. Ability to work as needed on evenings and weekends as business conditions warrant.
- Requirements generally occurring in an office environment, including but not limited to: keyboarding, file retrieval, and communicating (verbal and written).

“This description is intended to provide an overview of the responsibilities and duties of the position. It is not all inclusive. The incumbent may be required to perform job-related responsibilities and tasks other than those stated in this description commensurate with the needs of the organization. The responsibilities may also change over time. This Position Description is provided for informational purposes only and does not form the basis of a contract”

Statement of Diversity

The Milford Area Chamber of Commerce believes that the diversity of our community is a fundamental strength of our region. Our mission to be the voice of the business community in our area is best fulfilled when we embrace diversity as a value and a practice. As the MACC serves a 10-town greater Milford area, the MACC believes that the board and staff composition should reflect the diversity and demographics of the community being served, and strive to include diversity among its leadership both at the board and senior staff levels. Therefore, the MACC encourages applicants to embrace diversity. We acknowledge and honor the fundamental value and dignity of all individuals. We pledge ourselves to creating and maintaining an environment that respects diverse traditions, heritages, and experiences. The MACC is an Equal Opportunity Employer.

Interested applicants may submit a resume and cover letter complete with salary requirements NO LATER THAN NOVEMBER 8, 2013 to:

maccsearchcommittee@gmail.com

or

**Milford Area Chamber of Commerce
ATTN: Search Committee
258 Main Street, Suite 306
PO Box 621
Milford, MA 01757**