



## Position Opening

### PRESIDENT & CEO

**The O'Fallon Chamber of Commerce & Industries, the 2017 ACCE Category 1 Chamber of the Year, is currently accepting resumes for its next President & CEO.**

**Experience:** Interested parties should have at least 5 years' experience in Senior Management, with preference to those with experience in Chamber Senior Management. Salary will be commensurate with experience.

**To Apply:** Please submit your resume and cover letter, including current salary, to [ExecutiveSearch@OFallonChamber.org](mailto:ExecutiveSearch@OFallonChamber.org) or by mail to OCCI Executive Search, 4101-C Mexico Road, St. Peters, MO 63376 before August 15, 2018.

## Position Description

### PRESIDENT & CEO

**REPORTS TO:** Chamber Chair of the Board, Executive Committee & Board of Directors

**NATURE OF POSITION:** Full-time. Exempt from overtime pay.

**SUMMARY:** The President & CEO is the chief executive officer and administrative officer for the Chamber. He/she is expected to provide visionary leadership for the O'Fallon Chamber of Commerce & Industries and is responsible to the Board of Directors for the full range of activities needed to ensure the Chamber's success in meeting its objectives in business and community development, external relations, membership and member services, communications, workforce development programs, government affairs and special programs. He/she is responsible for strategic planning, interpretation of policy, organization structure, budget and finances, volunteer development and membership growth, the employment, development and supervision of staff and the maintenance of the Chamber's headquarters.

**ESSENTIAL DUTIES & RESPONSIBILITIES:** The President & CEO is responsible for the following essential functions:

- **Strategic & Operational Planning** – In conjunction with the Board of Directors, Strategic Planning Committee and staff, develops and implements a

strategic, long-range plan to advance the Chamber's mission and works with the Board on an annual basis to set the appropriate goals to advance that plan. Works with Chamber committees to identify issues and needs and develops plans to address them. Evaluates effectiveness and measures progress towards attainment.

- Board Relations – Builds and maintains strong relationships and communications with the Chair of the Board, Executive Committee and Board of Directors. Provides leadership necessary to garner maximum engagement of Board members. In conjunction with the Board Chair, plans and organizes Executive Committee and Board meetings.
- Community Relations – Builds and maintains strong relationships with community partners in order to promote the mission of the O'Fallon Chamber and its priorities. He/she should also maintain strong relationships with other Chamber professionals in St. Charles County, around Missouri, and nationally in order to learn and provide best practices.
- Policy Development, Implementation & Interpretation – Assists the Board in the development of policy, as needed, and is responsible for the execution of policies adopted by the Board. Responsible for the proper order of business as established in the Chamber's bylaws.
- Organization Structure & Procedures – Continuously evaluates the Chamber's organizational structure, policies and procedures to ensure their effectiveness in identifying and addressing Chamber and community needs and issues. Recommends changes in structure, procedures and policies as needed.
- Advocacy & Public Policy – Collaborates with the Board to identify and manage the Chamber's relationships with and advocacy efforts before local, state and federal government bodies to achieve desired outcomes. Develops and communicates legislative and public affairs positions, as approved by the Board of Directors. Serves as the chief spokesperson on policy matters for the Chamber.
- Membership Relations, Development & Retention – Assists with recruiting and retaining new and existing members of the Chamber and is responsible for maintaining the membership at a level needed to ensure the income needed to support the annual program of action. Provides leadership in membership services to ensure there is a compelling value proposition for current and prospective members. With others, analyzes and interprets the needs of members and recommends revisions to increase membership value,

engagement and financial support.

- Program & Services Development – Provides staff and committees with the tools, guidance and resources needed to develop new, creative, value-added programs, benefits and services for the membership. Reviews and evaluates program and benefit proposals to help ensure their effectiveness.
- Budget & Finances – Develops annual budget in conjunction with priorities determined by the Board of Directors. Manages revenues and expenses in accordance with established budget and ensures the preparation of accurate and timely financial statements.
- Staff Administration – Builds and maintains a staff consistent with program needs and financial resources. Is responsible for the employment of all staff members, the assignment of their responsibilities and duties, the supervision of their work and the establishment – within the framework of the approved budget – of the terms of their employment.
- Committee Responsibilities – Provides staff support, including the preparation of agendas, minutes and performance of duties specifically related to the following governing bodies and committees:
  - Board of Directors
  - Executive Committee
  - Nominating Committee
  - Finance Committee
  - Manufacturing Day Committee
  - Public Policy & Lunch and Legislators
  - Other committees as assigned
- Other Duties as Assigned – Performs various other assignments as directed by the Board of Directors, Board Chair and other appropriate members that are congruent with the Chamber's mission and bylaws.

## POSITION REQUIREMENTS

- The President & CEO must be a visionary leader and possess strong interpersonal skills, strong verbal and written communication skills, strong technology skills, financial management and analytical abilities, strong interpersonal and management skills and the ability to motivate volunteers and staff.
- He/she should have previous chamber of commerce executive experience or



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experience in a senior management position, but an equivalent combination of education and experience may be substituted.

- To successfully perform the responsibilities of this position, the President & CEO must possess a valid driver's license, must be available for regular early morning and occasional evening meetings, must be able to devote the additional hours required to ensure the timely completion of all responsibilities related to this position, must be available for overnight travel, must be able to work under regular, moderate levels of stress and must be able to regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 40 pounds.