



# PRESIDENT - JOB DESCRIPTION

---

## Job Summary

The President of the Grand haven, Spring Lake and Ferrysburg Chamber of Commerce “The Chamber” will provide high-profile leadership, vision, and strategic direction to ensure the long-term success and viability of The Chamber. Under direction of the Board of Directors, the President will lead staff and Board efforts to achieve and maintain The Chamber’s mission and goals of Advocacy, Education, Collaboration and Connection. The President will set the pace and create a vision to tackle existing challenges and take advantage of future opportunities. This position will be the “Face of the Chamber” and the “Voice of the Business Community” and will work collaboratively with other business and community leaders toward the goal of improving and sustaining the business climate across the region.

The President must be a highly-respected, self-driven professional with a demonstrated record of meeting and surpassing high-level objectives within a member-driven, service-oriented organization.

## Responsibilities

- Manage and direct all operations, programs, activities, and affairs of the organization, including the implementation and periodic realignment of The Chamber’s strategic plan
- Provide effective supervision and guidance to The Chamber staff members. Recruit, develop, motivate, and retain a strong, skilled staff in a positive, team-oriented environment. Promote and reward a culture of high professional standards, service to members and community, excellence and accountability
- Effectively manage financial assets of The Chamber and develop strategies to increase revenue for long-term financial sustainability. Work closely with the Board to develop annual budgets with projected revenues, expenses and net profit outcomes as appropriate
- Develop and direct The Chamber’s fundraising and capital campaign efforts, and work with the Board to properly manage long-term financial investments
- Represent The Chamber’s mission, vision, goals and outcomes to the Board of Directors, local and state government leaders, business and industry leaders and all other stakeholders. Develop and maintain professional relationships with community/business leaders
- Regularly interact with the Board to ensure timely communication of The Chamber activities and its financial position, including planning and attending Board and committee meetings
- Regularly interact with The Chamber membership to ensure the organization is properly assessing their needs and interests and planning programs and services accordingly
- Align The Chamber with other local/regional economic development groups and like-minded organizations to develop mutually beneficial projects and programs to support a strong community
- Develop and foster strong relationships with elected officials at all levels of government
- Advocate and promote The Chamber’s stand on public policies and business-related issues through various forms of communication, including use of appropriate public media and interaction with elected appointed government officials
- Maintain a continuous working knowledge of local, state and federal legislative issues as they relate to the political and business well-being of The Camber partners
- Achieve and maintain positive, high visibility in the community to create greater awareness of The Chamber and to promote its value and relevance to the regional business community
- Increase exposure of The Chamber through effective use of public media, including existing and emerging forms of social media. Develop ongoing relationships with regional reporters and editorial writers
- Exercise sound professional judgment and behavior in accordance with the values of The Chamber.



# PRESIDENT - JOB DESCRIPTION

---

## Required Skills, Experience, and Education

- Minimum of US Chamber – Institute of Organizational Management (IOM) certification or Certified Chamber Executive (CCE)
- Bachelor's degree required; Masters preferred; experience in chamber or economic/community development organizations including marketing and finance experience
- Minimum of ten years of culture-driven management experience, preferably within a member organization, such as a chamber
- Exceptional leadership qualities combined with efficient management skills; ability to lead strategically and plan tactically
- Display strong ability to make complex decisions, handle problems sensitively yet firmly, inspire others through integrity and good character; and exhibit a healthy sense of humor
- Proven ability to effectively manage the daily operations and finances of a stable organization
- Successful record of engaging, partnering, and building alliances with a broad range of constituencies and influencers; strong relationship-building skills
- Deep understanding of local, state and federal government issues as they pertain to regional business retention, development and community vitality
- Proven record of meeting and surpassing strategic-level objectives in a member-driven, service-oriented organization
- Excellent written and verbal communication skills along with confidence and competency as a public speaker
- Proficiency with Microsoft Office Suite and use of media outlets, including social media

## Preferred Skills and Abilities

- Expectation of working some evening and weekend hours, especially when representing the Chamber at community events and activities. Occasional out-of-town travel for conferences and meetings is expected
- Must present neatly, professionally and in appropriate attire when representing the Chamber.

## Winning Behaviors and Competencies

- Excellent verbal and written communication skills; ability to communicate effectively with internal and external stakeholders
- Motivated, multitasker, critical thinker, and contributor
- Flexible with providing cross-functional support in a dynamic, growth-oriented, environment
- Work with teams successfully, interested learner and out-of-the box thinker, and deadline driven

## Physical Requirements

- Flexible travel
- In Grand Haven office during normal business hours

## Other Relevant Information

- Role: Manager and Leader
- Reports to: Board of Directors  
Location: Grand Haven

## The Chamber is an equal opportunity employer

The Chamber extends equal employment opportunities to qualified applicants and employees regardless of an individual's race, color, religion, national origin, age, sex (including pregnancy, gender identity, and sexual orientation), disability, marital status, military service, height, weight, genetic information, or any other reason protected by law.



## PRESIDENT - JOB DESCRIPTION

---

### **Assistance**

The Chamber is committed to working with and providing reasonable accommodation to applicants with disabilities. For accommodation requests, email us at [recruiting@grandhavenchamber.org](mailto:recruiting@grandhavenchamber.org). The Chamber will not discriminate against any qualified individual who can perform the essential functions of the job with or without a reasonable accommodation.

### **Understand your right to work**

The Chamber uses E-verify to confirm you're authorized to work in the U.S.

Due to the nature of this role and ITAR requirements, this position is only open to U.S. Citizens or Permanent Residents at this time.

<p>NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.</p>
---