

## **Canton Chamber of Commerce: President/Executive Director**

### **Position Summary:**

The Canton Chamber, a 500+ member organization, seeks a full-time professional who can manage all organized activities, and provide our business members with world class service and opportunities. The President attends all chamber events; directs all planning to carry out Chamber objectives; guides the development and implementation of the Chamber's overall program of work; and serves as the strategic link between the Chamber, the board and the community.

### **Primary Responsibilities:**

- Provides professional leadership to the Canton Chamber of Commerce members in a way that fosters the reputation, growth and influence of the Chamber in the business community.
- Oversees Committee chairs regarding the various committee operations and fundraising activities.
- Manages recruitment of new members and the maintenance of existing members.
- Hires and supervises all Chamber Employees.
- Serves on the Board of Directors and assists in planning long-range policies and important strategic goals
- Manages the Chamber's finances, prepare and manage the organization's budget and cash flow.
- Responsible for all communication between staff, board members and chamber community.
- Builds positive working relationships with business leaders, local/state political leaders and the community.
- Required to participate in periodic chamber and community activities during early mornings, evenings and weekends.

### **Minimum Qualifications:**

- 4-year bachelor's degree or relevant work experience and 3+ years of managerial and leadership experience in the not-for-profit setting or in the business community.
- Excellent writing, problem solving and creative solution skills as well as exceptional interpersonal, team collaboration and negotiation abilities.
- Finance and budgeting experience for a small to medium sized organization.
- Proficient and comfortable with speaking in public to groups of varying size.
- Ability to interact effectively with business, community and political leaders.
- Proficient in use of computers, internet, social media, Microsoft Office, and email

### **Preferred Qualifications:**

- 3+years of executive-level experience in a chamber of commerce or not-for-profit organization with 300+ members.
- Existing relationships with Canton area business and community leaders.
- Proven track record of strong organizational leadership and business acumen.
- Local candidates preferred; no relocation expenses will be offered.

### **Annual Salary:**

- \$50,000-\$60,000 based on level of experience, plus benefits

### **How to Apply:**

Please forward your cover letter, resume, salary requirements and 3 professional references to Canton Chamber of Commerce, 45535 Hanford Road, Canton MI 48187 or email to: [careers@cantonchamber.com](mailto:careers@cantonchamber.com), No phone calls please. To be considered, applications must be received by November 30, 2011.