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MARYLAND CHAMBER OF COMMERCE

PRESIDENT / CEO Job Description

Vision Statement: The Maryland Chamber is the leading voice of business in Maryland.

Mission Statement: The Maryland Chamber supports its members and advances the State as a national and global competitive leader in economic growth and private sector job creation through its effective advocacy, high level networking and timely communications

Value Statement: The Maryland Chamber values integrity, innovation, hard work, mutual respect and fair dealings. We are committed to helping our members grow and prosper, and will hold ourselves accountable for results.

Executive Committee

Chairman

Thomas H. Graham
Pepco Holdings, Inc.

Vice Chairman

Sheela Murthy, Esq.
Murthy Law Firm

Secretary-Treasurer

Nathan J. Beil, PE
KCI Technologies, Inc.

Immediate Past

Chairman

William T. Riley, Jr., CPA
CohnReznick

President/CEO

Kathleen T. Snyder, CCE
Maryland Chamber of Commerce

General Counsel

Elizabeth Torphy-Donzella, Esq.
Shawe Rosenthal, LLP

Members

James W. Cornelsen
Old Line Bank

Ralph W. Emerson, Jr.
M&T Bank

Bancroft S. Gordon
Marriott International, Inc.

John G. McCormick
McCormick & Co., Inc.

Thomas C. Morey, Esq.
Washington REIT

Pegeen A. Townsend
MedStar Health

Job Description: The President/CEO of the Maryland Chamber of Commerce is hired by the Board of Directors to promote and advance the mission, goals and programs of the organization. Reporting directly to the Chamber's Executive Committee and Board of Directors, the President/CEO is responsible for the day-to-day operations of the Chamber, including the hiring, evaluation and termination of staff; advising the Board of Directors and managing the Chamber's strategic plan; achievement of legislative objectives; development and management of member services programs; and increasing the visibility, influence and effectiveness of the organization statewide.

Specifically, the President/CEO is responsible for:

- Providing input to and executing the Maryland Chamber's annual Program of Action and long-range strategic plan as approved by the Board of Directors.
- Strengthening the Maryland Chamber as the voice of business in Maryland through the direction of effective and pro-active lobbying strategies.
- Coordinating the Maryland Competitiveness Coalition, a statewide network of 60 employer organizations committed to helping the state become a national and global leader in private sector job creation and business investment.
- Providing regular input to the Executive Committee and Board of Directors on best practices, innovative programs and alternative strategies in order to advance the mission and goals of the Chamber.
- Serving with the Chamber Chairman as the chief spokesperson before appropriate governmental bodies, community organizations and the news media.
- Representing the Board and membership at important statewide events and on strategically selected task forces and commissions.

- Broadening the Chamber's base by increasing membership across the State through effective membership recruitment and retention strategies, communication and services.
- Further enhancing the Maryland Chamber's strong working relationships with local chambers of commerce and other business organizations to ensure effective grassroots lobbying.
- Overseeing the development and management of balanced annual operational and capital budgets.
- Hiring, supervising, evaluating and, if appropriate, terminating staff members to accomplish the mission and goals of the Chamber.
- Other executive level duties as assigned.

Requirements

Minimum 8 years' experience preferably as CEO or senior staff leader of membership-based organization required. Bachelor's degree in public policy, communications, business administration or related field required – master's degree preferred. Demonstrated ability to positively affect change and manage balanced budgets and programs in a regional and/or statewide setting. Possess outstanding verbal and written communication and high level interpersonal relationship skills. High integrity required. Experienced in dealing with elected officials, particularly statewide, expected. Specific experience in building and managing coalitions preferred.

Compensation

Salary commensurate with experience. Full benefits package.

Deadline: Letters of interest stating specific background and related experience plus a resume should be mailed or emailed to contact below by **February 7, 2014.**

Contact:

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