

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.

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 design and management of the Chamber's strategic plan; achievement of legislative objectives; increasing the visibility, influence and effectiveness of the organization statewide; development and management of member services programs, as well as the day-to-day operations of the Chamber, including the hiring, evaluation and termination of staff. Specific metrics in mission and planning achievement will be established for the CEO as part of on-boarding and in a bi-yearly evaluation process by the Executive Committee.

Responsibilities

Specifically, the President/CEO is responsible for:

Creating and executing the Maryland Chamber's annual Program of Action and long-range strategic plan as approved by the Board of Directors. Board, member, key stakeholder and staff input will be key to the success of the plan.

Strengthening the Maryland Chamber as the voice of business in Maryland through the direction of pro-active lobbying strategies and building effective, strategic partnerships with critical organizations

Reinvigorating, expanding and coordinating the Maryland Competitiveness Coalition, a statewide network of more than 60 employer organizations committed to helping the state become a national and global leader in private sector job creation and business investment.

Further enhancing the Maryland Chamber's strong working relationships with local chambers of commerce and other business organizations to ensure effective grassroots lobbying.

Collaboratively working with key government leaders, including the Governor's office, legislators, Cabinet members and the Department of Commerce to achieve legislative and economic goals.

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www.mdchamber.org
410-269-0642 OR 301-261-2858

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Providing regular input to the Executive Committee and Board of Directors on best innovative programs and membership, advocacy and financial strategies in order to advance the mission and goals of the Chamber to next level of success.

Broadening the Chamber's base by increasing membership across the State through effective membership recruitment and retention strategies, communication and service

Working directly with staff to ensure the success of events and programs, and actively involving members to enhance member engagement and retention.

Overseeing the development and management of balanced annual operational and capital budgets as well as monthly financials statements.

Confidently leading effort to solicit financial support from members.

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

Hiring, supervising, and evaluating staff members to accomplish the mission and goals of the Chamber.

Other executive level duties as assigned.

Requirements

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

Compensation

Salary commensurate with experience. Full benefits package provided.

Application Deadline

Letters of interest stating specific background and related experience plus a resume should be mailed or emailed to contact below by **January 8, 2016**.

Contact: Kathy Snyder, CCE, Interim CEO
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