

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 vision, design and implementation of the Chamber's strategic plan; achievement of legislative objectives; and 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 are among responsibilities of the position. Specific metrics on achievement of goals will be established as part of on-boarding and in a bi-yearly evaluation process by the Executive Committee.

Responsibilities

Specifically, the President/CEO is responsible for:

- Building and leading a strong diverse team in an inclusive manner.
- Developing and maintaining relationships with a diverse set of key stakeholders.
- 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 premier voice of business in Maryland through the direction pro-active lobbying strategies and building effective, strategic partnerships with critical organizations.
- 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.
- Further enhancing the Maryland Chamber's strong working relationships with local chambers of commerce and other business organizations to ensure effective grassroots lobbying.
- Providing regular input to the Executive Committee and Board of Directors on innovative approaches regarding growth in membership, advocacy, and financial success.
- Broadening the Chamber's base by increasing membership across the State through effective recruitment and retention strategies, communication, and services.
- Overseeing the development and management of balanced annual operational and capital budgets as well as monthly financial statements.

- Confidently leading effort to solicit financial support from members and develop other revenue sources as necessary to support the Maryland Chamber's mission.
- Provide leadership support to the Chamber 501(c)(3) Foundation.
- Serving with the Chamber 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.
- Building a high-performance team including hiring, supervising, evaluating and, if appropriate, terminating staff members to accomplish the mission and goals of the Chamber.
- Responsible for the fiscal integrity of the Maryland Chamber, including submission to the Board of Directors of a proposed annual budget and monthly financial statements which accurately reflect the fiscal condition of the organization and the maintenance of the organization in a positive financial condition.
- Other executive level duties as assigned.

Requirements

Minimum 10 years' transformational executive experience preferably as CEO or senior executive of membership-based organization required. 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. High integrity required. Experienced in dealing with elected officials, particularly statewide. Experience in developing or managing a 501(c)(3) foundation preferred. Bachelor's degree in in public policy, communications, business administration or related field required – master's degree preferred. A history of generating new revenue streams and improving financial results preferred.

Compensation

Salary in low 200s with bonus potential. Full benefits package.

Application Deadline

Letters of interest stating specific background and related experience plus a resume should be emailed by **June 15** to Gracelyn McDermott, Chair of Maryland Chamber c/o Muslima Latif: Muslima.G.Latif@kp.org. Please include the subject line **MDCC President/CEO**.