



Man-Tra-Con Corporation is working with a local employer to fill the following position:

**Job Title:** Chamber President/CEO (TS-080420-01)

**Location:** Carbondale, Illinois

**Salary:** TBD

### **JOB DESCRIPTION**

The Carbondale Chamber of Commerce is seeking candidates for a President/CEO position. The President and CEO position is the key Chamber representative and advocate for business and economic development in the City of Carbondale. The ideal candidate will guide activities to promote business in the community. These activities may include the development and promotion of programs, events, and educational opportunities for members and the community. The ideal candidate will work to grow and retain membership, seek opportunities to increase the value of Chamber membership, and promote local and regional economic development.

Reporting to the Carbondale Chamber of Commerce Board of Directors, the ideal candidate will also serve as the manager of the Chamber staff, and will organize and serve on Chamber committees.

### **QUALIFICATIONS**

- Energetic, entrepreneurial, dynamic and accountable;
- Demonstrated professionalism with a strong work ethic;
- Self-starter who is capable of validating past management experience;
- Knowledge of business and community development best practices;
- High-degree of professional judgement, including strong customer service and communication skills;
- Desire to provide quality and to deliver realistic and positive outcomes consistent with the expectations of the Board of Directors, community stakeholders, and businesses directly supporting the program;
- Commitment to improving the community by working with businesses, volunteers, City and University officials, organizations, and community stakeholders;
- Flexible schedule with evening and weekend hours available for special events;
- Valid Driver's License;
- Ability to lift 25 lbs.

### **JOB DUTIES**

The primary function of the President is to carry out the role, goals, and mission of the Chamber, as expressed through bylaws, policies, resolutions and actions of the Board of Directors. This may include:

- Monitor, supervise, and oversee the activities and projects of the staff on a close and frequent basis;
- Work with the Treasurer and finance committee to manage the finances of the Chamber;

- Work to maintain the Chamber's competitive posture within the Chamber associations; the scope of the organization is the Southern Illinois Region;
- Direct short and long-term objectives, policies, budgets, and plans for the organization and oversee their consistent interpretation, implementation, and achievement;
- Provide key performance indicators to the leadership of the organization;
- Represent the organization to the community, industry groups, membership, and the general public;
- Work with volunteers and the organization's leadership to implement strategic plans;
- Direct proactive outreach to members;
- Maintain effective communications and relations with the Boards, officers, and committee chairs, other organizations, and with other associations and boards;
- Promote professionalism and expertise of the Chamber to relevant audiences;
- Build awareness and support for high standards in the Chamber among members, news media, regulators, and policymakers;
- Work with and serve as a member of all committees in whatever way necessary in terms of organizing and equipping them to carry out their programs or projects;
- Communicate with the general membership and the public; answer all official correspondence;
- Attend all meetings of the Board of Directors, Chamber Committees, and of the membership;
- Work with the finance committee and Treasurer in seeing that the Chamber finances are handled in a proper and prudent manner within the approved budget;
- Facilitate income through new members, re-evaluation of accounts, and membership retention;
- Solicit membership;
- Represent the Chamber to individuals looking for new industrial or commercial locations within our area;
- Must be able to lift up to 25 pounds;
- Valid driver's license required;
- Working at night and on weekends will be required as needed;
- Other duties as assigned.

### **EDUCATION AND EXPERIENCE**

- Bachelor's degree in a related field preferred;
- Three or more years of management experience;
- Five or more years of sales and public relations experience preferred;
- Experience with Chamber of Commerce preferred.

### **SKILLS AND ABILITIES**

- Public speaking and presentation skills;
- Strategic planning;
- Financial competence;
- MS Office proficiency.

### **HOW TO APPLY**

This employment opportunity is available at no cost to you! To apply, go to the LinkedIn page at the following URL:

<https://www.indeed.com/job/president-and-ceo-carbondale-chamber-commerce-47e22461acb84066>

For questions and additional information, contact Justin Zurlinden at 618-203-5057, or via email at [jzurlind@gmail.com](mailto:jzurlind@gmail.com).

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