



## **Graham Chamber of Commerce and Convention and Visitors Bureau**

**Position: CEO**

**Status: Exempt**

***Benefits: Paid Vacation, Personal Time and Holidays, Monthly Insurance Stipend***

### **Objective of Position**

- Chief administrative executive ultimately responsible for the total operations of the organization, including the Convention and Visitors Bureau (CVB).
- Serves as the primary staff point of contact for the officers, Executive Committee, Chamber Board of Directors, Convention and Visitors Bureau Board of Directors and chamber members.
- Formulates, plans, organizes, and administers objectives and policies for achievement of major area goals.
- Responsible for the complete operation of the organization as it involves program planning and staff.
- Coordinates the organization's Strategic Plan and Program of Work, structure and procedures.

### **Job Relationships**

- Frequent contact with Chamber members, staff, vendors and volunteers.
- Reports primarily to the Chairman of the Board of the Chamber of Commerce.
- Reports monthly to the Chamber Board of Directors and the Convention and Visitors Bureau Board of Directors.
- Strong relationships with Graham City Council, Young County Commissioners, Young County management, City of Graham management and community stakeholders.

### **Responsibilities**

- Formulate, plan, organize, recommend and administer policies and programs relating to the Graham Chamber of Commerce and the Convention and Visitors Bureau, which includes current and long range planning for achievement of major area goals.
- Manage and coordinate the functions of staff of the departments and divisions of the organization.
- Keep staff informed and motivated through a weekly staff meeting. Share status of organization policies and practices, program of work, actions and other current business.
- Serve as a consultant to the Chairman of the Board, Board of Directors and give leadership in the formulation of objectives, programs, and policies.
- Develop leadership and stimulate the work of committees, task forces and other groups to accomplish the Program of Work.
- Understand and convey the organization's concepts and philosophies and their relationships to the staff, Board of Directors and the community.
- Select and develop an adequate organization and staff, assign functions, define lines of authority and responsibility and set up an effective system of operation.
- Establish and maintain a satisfactory working relationship with community leaders, public officials, private and public agencies.
- Responsible for the finances of the organization, which includes the planning of the budget, presentation to the Chamber Board and Convention and Visitors Bureau Board, control and audit of the approved budget. Approve disbursements, co-sign checks with the officers and maintain general control of expenditures.
- Develop sources of non-dues revenue for the organization.

- Make public addresses to various organizations, professional and civic groups in the area concerning the organization and the area activities and purpose.
- Organize and oversee all major Chamber and CVB events.
- Develop staff through direction, coaching, training, support and delegation of responsibilities. Perform periodic feedback and appraisal in accordance with the organization's policies.
- In concurrence with the Board, responsible for the location, design and upkeep of facilities and equipment, which provide for efficient operation and an attractive "front door" to the community.
- Motivate and recruit volunteers and staff the committees of the organization.
- Responsible for the development and implementation of the annual Program of Work for the Chamber of Commerce and Convention and Visitors Bureau.
- Coordinates all additional assignments as directed by the Board of Directors.
- Assists and provides support to other staff as needed.

#### **Minimal Requirements/Performance Standards**

- Bachelor's degree in Communications, Marketing, Business or related field preferred.
- Years of relevant experience may be considered in place of degree.
- Strong interpersonal skills to effectively cultivate relationships with prospects, members, volunteers and community stakeholders.
- Excellent communication skills, both oral and written.
- Excellent presentation skills with the ability to communicate effectively to diverse audiences.
- Excellent organizational and people skills.
- Strong marketing ability and proficiency in use of social media.
- Proficiency in the use of internet, Microsoft Office Suite, and QuickBooks.
- Basic knowledge of accounting, bookkeeping, and general business tax accounting.
- Strong understanding of business finance and non-profit organizations.
- Ability to efficiently handle multi-tasked operations.
- Ability to be flexible with regard to business hours and accepting new responsibilities.
- Ability to manage, train and motivate employees.
- Strategic, critical thinking, and problem-solving abilities.
- Results oriented and willingness to be accountable for measurable goals.
- Must have/maintain a dependable vehicle with proof of license and insurance.

#### **How to Apply/Contact:**

Persons interested in this position must submit a resume and cover letter (signed and dated) addressed to the "Selection Committee". The cover letter shall be no more than 1 page and the resume shall be no more than 3 pages and should clearly show how the educational requirements are met, discuss any relevant work experience and list a maximum of 3 professional or personal references. No phone calls please.

Resumes must be submitted no later than Friday, January 21<sup>st</sup>. Resumes will be considered upon submission.

#### **Online:**

[grahamtexas.net/about](http://grahamtexas.net/about)

#### **By Email:**

[chamber@grahamtexas.org](mailto:chamber@grahamtexas.org)