

**President Job Description**  
**Greater Macon Chamber of Commerce and Macon Economic Development**  
**Commission**

The President & Chief Executive Officer (“CEO”) is responsible for the organization’s performance and program of work. This executive will also ensure that the Chamber and the Macon Economic Development Commission’s (MEDC) plans of work are successfully implemented, that goals and objectives for the Chamber are established and met, that the Chamber maintains resources sufficient to carry out its mission, and the organization is financially stable. The CEO is responsible for the administration of the Chamber and its volunteer efforts, and for the Chamber’s participation in other activities beneficial to the Macon/Bibb County community and middle Georgia.

Major Duties and Responsibilities include:

The President & Chief Executive Officer is responsible for the following activities as within the limits of the Chamber and MEDC’s bylaws and the policies as established by and appropriate delegation from the Board of Directors:

- **Workforce Development:** Responsible for the overall planning and execution of a proactive, community-wide workforce development program which includes participation from local, state and federal leadership in a volunteer-driven, teamwork-focused environment.
  - Oversee activities and programs designed to identify, recruit and retain workforce talent.
  - Assure that direct and routine contact is made with existing Macon and Bibb County companies, and that necessary follow-up assistance is provided.
  - Oversee and coordinate marketing efforts for selected workforce development projects.
  - Help support the administration of the Chamber’s contractual programs, including insuring that the terms of any contracts with Macon-Bibb County and the Macon Water Authority are met.
  - Maintain and enhance relationship with other middle Georgia governments, regional and state-wide economic development leaders, and other key organizations such as Robins Air Force Base.
  
- **Chamber Programs and Services:** Responsible for an annual Chamber of Commerce Strategic Plan. Work with other staff to ensure that administrative matters relative to the performance and operations of the Chamber are successful, including membership activities and development, communications, governmental affairs, workforce, financial, personnel, Chamber facilities, and policies and procedures, as well as other supervisory responsibilities as may be required.
  - Maintain personal involvement and inter-departmental participation pursuant to the Chamber’s overall mission.

- Manage a comprehensive marketing process that promotes the Chamber, serves the membership, attracts new members and supports committee initiatives.
  - Assure that long and short term marketing strategies successfully and consistently articulate the value proposition of the Chamber.
  - Oversee activities related to ensuring membership satisfaction and retention; that dues and non-dues revenue streams support the Chamber's work and further define the relevance and value of the organization.
  - Maintain outstanding and on-going communication with members through on-site visits, publications and emails, increased social media presence, and in concert with other local media.
- **Constituent Relationships:** Maintain close relationship with Macon-Bibb County and the surrounding communities the Chamber serves. Assure familiarity with local and state, and national leadership and various initiatives affecting the membership.
    - Enhance and coordinate the interaction between the Chamber and other partner organizations.
    - Act as a liaison between business, education and government, attending meetings and presenting Chamber perspectives on issues
    - Maintain effective news media relations and a positive public relations image.
    - Work closely with staff, business leaders, and educational entities to address workforce issues that require cooperation among these groups.
    - Responsible for ongoing interaction and liaison with a wide constituency including:

**Board of Directors:** Earn and maintain the respect and confidence of an active, engaged Chamber Board. Responsible for preparing meeting agendas, maintaining Board minutes and records, carrying out plans and programs of the Board in accordance with established policies, serving as representative of the Board for all contacts with Chamber staff, initiating programs for consideration by the Board, and advising the Board on all matters under consideration. Assist the Board Chair in selecting qualified volunteers for appointments.

**Chamber Members:** Responsible for motivating members to personally and financially support an aggressive Chamber and workforce development program, analyzing the needs of members, and recommending revisions in the strategic plan to improve service and make membership more valuable.

**Volunteers:** Develop and maintain a work program for and organization of volunteers, including the Chamber Executive Committee, Board of Directors, and support organizations, and committees.

**Government Officials:** Maintain strong communication and relationship with elected and appointed officials and their staffs in Macon-Bibb County, along with state and federal levels. Play a key role in advocacy on behalf of the Chamber.

**Military Affairs:** Responsible for maintaining and promoting community-wide support for Robins Air Force Base. This includes strengthening Federal, military and community relationships by seeking opportunities for businesses and organizations to become more involved as well as positioning Middle Georgia's resources to maintain and improve the military value by promoting an exemplary military/community partnership.

**Community:** Through personal contacts with key community leaders, the CEO helps shape the Macon-Bibb County community, frequently called upon to relate Chamber activities to the activities of all other groups and organizations that impact the quality of life in the region (commercial, industrial, educational, cultural, civic and spiritual).

**Education:** Continue to foster stronger relationships with representatives of educational institutions through the ongoing Business Education Partnership with the Bibb County Board of Education, various programs such as the Young Entrepreneur Academy and the Leader in Me, and other workforce initiatives.

**Other Organizations:** Maintain active participation in relevant local, state and national professional organizations and affiliations.

- **Resource Development/Investor Relations/Financial Management:** Assume overall responsibility for generating necessary resources for Chamber operations and programs along with the integrity of financial record keeping and fiscal soundness of the Chamber.
  - Lead the development of annual and multi-year Chamber, MEDC and Macon Now budgets in the context of the strategic plan for Board approval in collaboration with the Vice President of Administration and the Executive Committee.
  - Serve as Chamber's chief fundraiser in coordination with other staff and volunteers. CEO will personally call on major investors in the Chamber to determine their needs, acknowledge their importance and increase their involvement and support.
  - Help secure and maintain resources of Macon Now necessary to support an aggressive and comprehensive workforce development program.
  - Play an important leadership role of varied funding activities including sponsorships through the Chamber's annual Total Resource Campaign, and other revenue-generating efforts.
  - Maintain a proactive, ongoing investor relations program which is responsive to the expectations of the Chamber's leading financial supporters; communicate the progress and results of Chamber and workforce development program to key partners, Chamber members, and community leaders.
  - Monitor expenditures seeking approval as necessary; ensure the accurate preparation and retention of financial records, membership records, minutes and other documents as required by law and organization policy.
  
- **Advocacy and Communication:** Develop meaningful relationships and communication with elected officials to provide information and advocacy on behalf of the Chamber's members and mission. Represent Macon-Bibb County, Central Georgia, the Chamber and its activities to the corporate market, media and general public as needed through a comprehensive public relations campaign.
  - Function as the chief spokesperson for the Chamber and communicate the organization's position on community issues.

- Serve in highly visible role to continuously keep the Chamber relevant and be a voice for business and further position Chamber as a leader in Macon-Bibb County and the region.
  - Oversee the Chamber's development and use of electronic and collateral marketing literature and publications.
  - Oversee an effective and ongoing image development campaign in order to stimulate corporate and workforce recruitment activity.
- Strategic/Annual Planning: With the Board's engagement and concurrence, bring a long-term focus and vision to the Chamber's Strategic Plan for the activities of the Chamber and the long-term allocation of Chamber resources.
  - Operations: Exercise administrative control over all functions of the Chamber including the proper implementation, control and interpretation of policies and procedures.
    - Provide direction to the staff by establishing goals and conducting regular staff meetings.

Assure compliance with human resource policies.

- Responsible for internal administration, including staff organization, and the selection and termination of staff.
  - Recruit, hire, develop, coach and retain staff needed to implement Chamber's strategic plan.
  - Ensure the maintenance and efficient operation of all Chamber buildings and equipment.
  - Evaluate and upgrade technology as appropriate working within constraints of the budget.
- Other Duties: Perform other tasks and duties as may be assigned from time to time by the Chamber Chairman, Executive Committee and/or Board of Directors or otherwise pursuant to the overall Chamber mission.

### **Greater Macon Chamber of Commerce**

The Greater Macon Chamber of Commerce (the "Chamber") and Macon Economic Development Commission ("MEDC") are seeking a President and CEO to lead our 1,000 member plus business organization. The President/CEO must have a strong external focus serving as our key spokesperson and advocate for the business community, and must be able to successfully operate at very high levels of influence with key government, military, educational, civic and business leaders. This leader must have a proven track record in implementing Chamber Projects in accordance with the Chamber and MEDC's 2018 Plans of Work (copies of which are attached hereto as Exhibit "A") and the experience to lead and grow a member driven organization.

Macon, Bibb County, Georgia is a diverse community with a consolidated government and a population of 160,000 people where culture and commerce flourish. Situated on the Fall Line where the Piedmont

plateau meets the flat Coastal Plains, the area has been, since before written history, an ideal location for businesses to thrive. Strategically located in the heart of Georgia at the intersections of I-75, I-475 and I-16, Macon is 75 minutes south of Atlanta's Hartsfield-Jackson International Airport and 2 1/2 hours from the Port of Savannah. Macon-Bibb is also blessed with abundant water capacity and a thriving historic downtown populated with a diverse mix of residents occupying loft apartments. Finally, Macon-Bibb is a regional hub city in middle Georgia, and a growing sense of regionalism and partnership with contiguous counties continues to propel Macon-Bibb and middle Georgia forward.

### **Experience and Education**

- Minimum of 5 years' experience working in or leading a Chamber of Commerce or similar business related organization. Prior Chamber of Commerce experience is strongly preferred while management experience will be considered.
- Proven track record with documented results of leading workforce development efforts that improved their communities.
- Experience managing and growing a member driven organization.
- Be able to demonstrate success with fundraising efforts.
- Advocacy and teambuilding experience specifically with elected officials, existing industry, military organizations, and civic leaders is required.
- Bachelor's degree or higher is required.
- Certified Economic Developer, Certified Chamber Executive or similar certifications will be given strong consideration.

### **Keys to Success – Skills Needed**

- Ability to establish and execute clear goals.

- Consensus building skills specific to a diverse community, multiple Boards, city/county officials, education leaders, and business leaders.
- A proven dealmaker who can cultivate and manage projects while building strong, meaningful relationships with state and regional partners.
- Ability to collaborate and assist in growing our existing industry/membership base.
- Work as a team player in recruiting/assisting volunteers to successfully achieve Chamber goals.
- Ability to lead and inspire others to reach higher.
- Proficient with technology.
- Understand and maintain confidentiality.
- Possesses and utilizes the following traits: initiative, resourcefulness, thoroughness, accuracy, tact, firmness, sound judgment and integrity.

The Greater Macon Chamber of Commerce has a staff of ten employees and an annual budget of approximately \$2 Million.

Salary and benefits are highly competitive and commensurate with experience.

Qualified candidates should send cover letter, resume and salary history to Ron Shipman, Chairman of the Greater Macon Chamber of Commerce at 960 Key Street, Macon, GA 31204-5810 no later than April 1, 2018.