

## *Princeton Mercer Regional Chamber*

### **Position Description: President and CEO**

The President is the Chief Executive Officer of the Princeton Mercer Regional Chamber of Commerce and reports to the Board of Directors. They are responsible for leading the Chamber's activities, building on the dynamic brand of the Chamber, and working with their staff to deliver the highest quality programs and services to Chamber members. The President is also responsible for External Press contacts and Relations, Strategic Planning, Policy Development and working with the Committee on Director's Board Development initiatives. Working with the Chamber's leadership the President supports volunteer management, and oversight of financial and human resources. The President also guides the work of the Princeton Regional Convention and Visitors' Bureau.

The Princeton Mercer Regional Chamber of Commerce provides members in Central New Jersey with opportunities to meet and do business together, promotes connections that enhance members' success; speaks for business on public policy issues affecting business and local communities; and promotes an environment for business growth by encouraging economic development.

#### **Specific Responsibilities of the Chief Executive:**

- ***External Relations:*** The President is the primary ambassador of the Chamber in the community. They are expected to represent the Chamber in local and regional business circles; to be informed about developments and trends in the business community in order to identify and suggest policies, issues, and strategic directions to the Board and staff; and to actively share the Chamber's knowledge and connections to benefit the membership's business interests. The President is the chief spokesperson for the Chamber.
- ***Strategic Goals and Initiatives:*** The President is responsible for recommending to the Board current and long-term strategies and goals. Working with the Board and the Chamber staff the President prepares action plans and marshal's resources to accomplish agreed upon goals. The President is expected to provide leadership to the Board and staff in identifying and implementing initiatives that expand the Chamber's capacity to serve business. The President is expected to be a trusted and respected business leader throughout the region sought out by business peers for knowledge and successful business acumen.
- ***Member Services:*** The President working with the Membership Development Director guides all membership development and service efforts including solicitation of new members, outreach to existing members and providing the highest quality services designed to retain members.

## *Princeton Mercer Regional Chamber*

- **Management:** Working with the VPs and Chamber Directors the President provides guidance and supports their responsibility for management of the Chamber, including:
  - Guiding the Business Director on oversight of Chamber finances and budgets, to ensure prudent management and accountability to members and the Board.
  - Supervision of the staff to ensure enthusiasm and capacity for service among them by ensuring appropriate compensation, resources and professional development opportunities, and performance evaluation.
  - Oversight for Ten Chamber Branded Business Programs operating as individual organizations under the Chamber 501c-6 umbrella as well as sixty Core Chamber events and over 15 Signature Chamber or Business programs. In addition, direct partnerships responsibility with two affiliated 501c-3 Chamber Nonprofit Foundations.
- **Community and Government Affairs.** The President maintains relationships with other community organizations; local municipalities, local and State elected officials, reviews and evaluates legislation pending or proposed, which will have an impact on local business interests, and Chamber goals and policies.
- **Board Relations and Board Development:** The President has primary responsibility for Board relations and Board development, including:
  - Ensuring the timely implementation of Board policies and decisions.
  - Identifying issues and strategies for growth.
  - Serving as primary liaison between the Board of Directors and the staff.
  - Responsible in partnership with the Board for the Strategic Planning and Direction of the Chamber
- **Volunteer Management:** The President supports and encourages Chamber volunteers in their efforts to design and promote Chamber programs and activities. This is especially important in supporting efforts of the Managing Directors in guiding initiatives for the Chamber Business Programs, the partnership with the Chamber Foundation and all individual business Committees of the Chamber.

### **Desired Behavioral Characteristics of CEO/President**

- Visionary Leadership
- Engaging personality
- Collaborative Partner
- Influential Decision maker
- Candid/Honest
- Strong Listening Skills
- Confidence

## *Princeton Mercer Regional Chamber*

### **Desired Experience, Education, Skills and Knowledge:**

- At least 10 years business experience at a Vice President or Senior Management level
- Thorough understanding of and strong commitment to the Chamber's goals and mission, including a dedication to the highest standards in customer service
- Strong, demonstrated leadership capabilities and skill in working with top executives
- Five or more years of leadership experience in management, policy, business development, or a related field
- Demonstrated success in direct management responsibility growing businesses
- Excellent managerial skills, including the ability to attract and develop talented staff
- Excellent relationship and strong team building and management skills
- Strong sales and fundraising experience to grow sponsorship of the Chamber
- Excellent written, and oral communications skills, including experience in public speaking
- Experience with economic development and travel and tourism initiatives
- Substantial experience in working in a positive relationship with Volunteer Boards and or Business Boards to accomplish common goals
- College degree expected and advanced degree preferred

*Compensation:* Commensurate with experience