



The Statesboro-Bulloch Chamber of Commerce is accepting applications for the position of President. The organization's current president is retiring in December.

A description of the position and its responsibilities and requirements follows.

Candidates should provide a resume, at least two references and a 250-300 word statement on their "vision for a Chamber of Commerce in the 21st century" along with the attached application.

The deadline for applications is October 1, 2019. Applications and any questions should be directed to Phyllis Thompson: Phyllis.thompson@statesboro-chamber.org or mailed to P.O. Box 303, Statesboro, GA 30459.

Statesboro-Bulloch Chamber of Commerce
102 S. Main Street, P.O.Box 303, Statesboro, Georgia 30459
912-764-6111 www.statesboro-chamber.org



Founded in 1925 and located in the heart of coastal Georgia in the home of Georgia Southern University, the Statesboro-Bulloch Chamber of Commerce is a membership based non-profit organization that integrates over 600 member businesses, local non-profits, government, and mission-driven industries to serve and enhance a vibrant community of more than 77,000 citizens.

Description/Job Summary

The Statesboro-Bulloch Chamber of Commerce is looking for a dynamic, well organized, leader to serve as President. The President will report directly to the Executive Committee of the Board of Directors and serves as the Chief Executive Officer. The President is responsible for the overall operation of the chamber, including strategic planning, budget and financial management, management and supervision of staff, and promoting and enhancing the economic well-being of member businesses and the community.

Responsibilities/Duties

- **Coordinate and Promote Advocacy Program.**

- Participate in and deploy long-range strategic planning for improvement of the Chamber and local business community.
- Oversee the design, promotion and delivery of quality programs and members services to fulfill the Chamber's Mission and Vision.
- Promote member growth and retention.
- Keep membership informed on relevant government issues.
- Speak on behalf of the Chamber at City Council, County Commission, and other public meetings as necessary.
- Maintain records of board and member approved positions on issues and provide necessary advocacy.

- **Provide Operational Administration**

- Fulfill duties on behalf of the Executive Committee for Chamber programs, planning and operations. -
- Advise and inform Board members, interface between Board and staff, and maintain communications with Board and all Chamber constituents.
- Maintain continual contact with the Chair of the Board and provide monthly reports to the Board of Directors on the status of the organization.
- Assist the Chair of the Board in committee selections and assignments.

- **Establish Financial Integrity and Accountability**

- Recommend annual budget for Board approval.
- Manage organization's resources within budget guidelines.

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- **Effectively Manage Human Resources**

- Employ, train, supervise and direct all staff.
- Provide motivation and direction for staff and volunteer leaders.
- Engage in continuing program of professional and personal improvements and keep up to date with trends in the field.

Required Skills

Skills

- Strong interpersonal skills to effectively cultivate relationships with prospects, members, volunteers and community stakeholders.
- Strong organizational skills.
- Financial Management: Experience developing and managing budgets

Competencies

- Internally Motivated
- Detail Oriented
- Communication (Verbal and Written)
- Relationship Management
- Priority Setting

Preferred Experience

- Five to seven years of Chamber/Economic Development or similar related business experience.

Required Education

- Bachelor's degree.

APPLICATION FOR PRESIDENT STATESBORO-BULLOCH CHAMBER

PERSONAL INFORMATION

DATE OF APPLICATION: _____

Name:

Last

First

Middle

Address:

Street

(Apt)

City, State

Zip

Contact Information:

()

Home Telephone

()

Mobile

Email

Available Start Date: _____

Desired Pay Range: _____

EDUCATION

School Name	Location	Degree	Major / Subjects of Study

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the position of President.

PREVIOUS EXPERIENCE

Please list beginning from most recent

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

REFERENCES

Please list beginning from most recent

Name	Title	Company	Phone

SIGNATURE DISCLAIMER

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my employment being terminated.

I further authorize the Chamber to contact references, request a credit report, run a background check, and verify information included in the application.

Name (please print)

Signature

Date