

Position: The Alpena Area Chamber of Commerce is hiring a President/CEO, a full-time position reporting to a Board of Directors

Primary Responsibilities:

- Leads and guides development and execution of Chamber strategic priorities as guided by the Board of Directors
- Guides communication, marketing, and programming including economic development, education, advocacy, savings, and exposure as it benefits members
- Plays a strong role in advocacy efforts at all levels of government
- Manages staff (currently a staff of six) and utilizes volunteers to achieve goals
- Consistently exemplifies strong leadership in addressing the needs of the membership and working toward the Chamber's mission
- Manages the relationship between economic development and the Chamber of Commerce
- Direct responsibility for staff which includes hiring, performance reviews, dismissal, growth, motivation, promoting teamwork, building and maintaining a customer-focused and mission-driven organization
- Represents the Chamber Membership at select community and regional meetings/events as they relate to Chamber priorities and economic needs

Other responsibilities not listed here may be assigned as appropriate.

Qualifications:

- Five + years of related experience and demonstrated success
- High level of personal accountability, self-motivated
- Proven ability to develop, and work within, budgets
- A genuine interest for the area and growth of the area
- Strong communication skills, written and verbal
- An ability to lead ideas from conception to implementation
- A growth mindset

Benefits:

- Salary competitive and commensurate with skills and experience (full-time, exempt)
- Health insurance
- Personal Time Off
- Potential for additional benefits

Resume and Cover Letter should be submitted at your earliest convenience to the Alpena Area Chamber of Commerce, 235 West Chisholm Street, Alpena, MI 49707, or info@alpenachamber.com.