

PRESIDENT & CEO

JOB FUNCTION

To lead the Chamber EDC's efforts in: professional development, economic development, network development, leadership development and policy development.

ACCOUNTABILITY

The President & CEO is directly responsible to the Chamber EDC's Board of Directors. Performance evaluations will be based on the quality and quantity of work performed, accuracy, the efficiency with which it is carried out and the employee's contribution to the overall effectiveness of the organization. Accomplishment of established goals for the individual employee will also be evaluated.

POSITION RESPONSIBILITIES:

- Directly supervise the: Communications Specialist, Communications Specialist & Leadership Bismarck-Mandan Coordinator, Creative Marketing Specialist, Membership Director, Office & Accounting Manager, Small Business Outreach Coordinator, Vice President and Vice President – Sales & Events, including: annual development of goals for each position, quarterly reviews to document progress made towards those goals and regular supervision, assistance & direction.
- Serve as the Staff lead for all Chamber EDC Staff, but specifically the Leadership, Communications and Membership Teams. Duties specific to those teams, include:
 - o Leadership: Conduct regular meetings with the Vice President and Vice President – Sales & Events, provide counsel to each of those positions and work to position them as leaders in both the organization and community.
 - o Communications: Conduct regular meetings with the Communications Specialist, Communications Specialist & Leadership Bismarck-Mandan Coordinator and Creative Marketing Specialist, provide oversight of the *Connection* and develop other communications to the membership.
 - o Membership: Conduct regular meetings with the Membership Director and Small Business Outreach Coordinator to review new membership prospects, membership retention efforts and membership recognition.
- Coordinate and supervise the office management and accounting activities undertaken by the Office & Accounting Manager.
- Administer the Chamber EDC's 2023 – 2025 Strategic Plan by implementing action items that will address the Plan's goals and objectives. Additionally, the President & CEO will regularly report progress made towards accomplishing those goals and objectives to the Chamber EDC's Board of Directors.

- Lead the Chamber EDC's business advocacy efforts at the local, state and federal levels:
 - o Local: Make regular appearances before the Bismarck & Mandan City Commissions and Burleigh & Morton County Commissions.
 - o State: Register as a lobbyist in order to develop and advocate the Chamber EDC's Legislative Agenda during each Legislative Session.
 - o Federal: Maintain relationships with local staffs for the North Dakota Congressional Delegation and arrange annual meetings with each member of the Delegation.
- Implement the Chamber EDC's Economic Development Strategic Plan by leading and/or assisting in the achievement of the Plan's specific strategies, goals and objectives. Economic development activities generally include the following:
 - o Entrepreneurial Development, Business Retention & Expansion and Business Attraction
 - o Workforce Development and Talent Attraction
 - o Policy development and advocacy in support of the aforementioned activities.
- Serve as Staff Liaison for the Chamber EDC's Government Affairs Committee by: scheduling meetings, distributing agendas and develop meeting topics in coordination with the Committee's Chair and Vice-Chair.
- Serve as the primary Staff Liaison to the Chamber EDC's Executive Committee and Board of Directors by: organizing orientations for new members of each group, scheduling the year's meetings, developing agendas and preparing the Chair to facilitate those meetings.
- Develop and maintain positive working relationships with various individuals and groups, including, but not limited to: elected officials, community leaders and Chamber EDC members & volunteers.
- Make public appearances on behalf of the organization including, but not limited to: testimony during the Legislative Session, appearances before local political subdivisions, media requests and remarks, comments, etc. at Chamber EDC events.
- Respond to requests for information, assistance, etc. from individual members of the public and Chamber EDC.
- Other duties as assigned by the Board of Directors.

EDUCATION

Bachelor's degree with a focus in business, communications, marketing or a related field is required along with at least 7 years of related work experience. A Master's Degree, certification as a Certified Economic Developer (CEcD) from the International Economic Development Council and/or the Institute for Organization Management's (IOM) Graduate Recognition is preferred.

COMPENSATION

- **FLSA Status:** Exempt
- **Salaried position**
- **Pay Grades Applicable:** Grade 9 – 10