

President & CEO

Lead connection, advocacy, and business growth across Ontario County.

Location: Canandaigua, New York

Job Type: Full-time

Salary: \$75,000-\$90,000 annually

Work Arrangement: Primarily in-office with flexibility

Position Overview

This is an opportunity to serve as one of Ontario County's most visible champions for business success and economic vitality. The President & CEO leads the Ontario County Chamber of Commerce and works in partnership with its Board of Directors and staff to advance the Chamber's mission, strengthen member value, and create meaningful connections across the county.

The right candidate is a collaborative leader who balances community leadership with effective organizational management. Responsibilities include leading a small team, overseeing operations and finances, expanding membership and revenue, supporting advocacy, and building productive relationships with businesses, nonprofits, local governments, and community partners.

The incoming President & CEO will continue work already underway to strengthen financial sustainability, grow and diversify membership across Ontario County, advance organizational capacity, and partner with the Board to evaluate progress and shape the Chamber's 2027 strategy.

About the Chamber

The Ontario County Chamber of Commerce is a dedicated partner to its members, providing the support and connectivity needed to create a thriving economy in Ontario County. As an essential pillar for business success, the Chamber delivers promotion, connectivity, and advocacy that empower business and economic growth across the county.

Our Core Values

- **Collaborative:** We foster strong partnerships and encourage cooperation to achieve shared economic and civic goals.
- **Trustworthy:** We operate with integrity, transparency, and reliability.
- **Responsive:** We listen to our members and adapt to their evolving priorities and challenges.
- **Innovative:** We embrace forward-thinking ideas and strategies that strengthen our business community.
- **Purposeful:** We align our work with meaningful, long-term impact for local businesses and the community.

What You'll Do

Organizational Leadership

- Provide overall leadership and vision for the organization, while managing operational frameworks and day-to-day administration.
- Develop an annual work plan aligned with the Chamber's strategic plan and priorities.
- Manage staff hiring, salary & benefits, performance evaluations, and professional growth.
- Foster a positive work environment that supports an energized, high-performing team.
- Ensure compliance with applicable state and federal human resources regulations.

Board Relations

- Report to the Chamber's Board of Directors.
- Partner with the Board to develop, refine, and implement annual and multi-year strategic plans.
- Keep the Board fully informed about operations, financial health, emerging trends, and opportunities.
- Prepare agendas, materials, and reports for monthly Board and Executive Committee meetings.
- Work collaboratively with the Board on board development and recruitment.

Chamber Foundation

- Lead the Ontario County Chamber Foundation, the Chamber's 501(c)(3) arm, governed by a Foundation Board of Directors.
- Actively identify and apply for grants to support the work of the Chamber Foundation.
- Manage donor solicitations and relationships.
- Oversee compliance and reporting requirements.
- Prepare agendas, materials, and reports for Foundation Board meetings.

Membership, Recruitment, and Retention

- Engage, retain, and attract members with a strong customer-service focus.
- Assess members' needs and interests and develop value-added services in response.
- Maintain positive member relationships through collaboration and communication, while actively promoting Chamber services and programs.
- Establish annual membership goals and work with staff and the Membership Committee to achieve them.

Event Planning and Execution

- Direct Leadership Ontario, the Chamber's ten-month county-wide leadership development program, including recruitment, programming, and sponsorships, working closely with the program manager.
- Lead planning and execution of the Annual Breakfast, Golf Tournament, and ATHENA Leadership Awards, with staff and committee support.
- Evaluate events against attendance, revenue, and member-value goals and apply the results to strengthen future events.
- Attend monthly Chamber events including networking mixers.

Advocacy and Public Affairs

- Lead and expand key advocacy initiatives, including the annual State of the State and State of the County events and Advocacy Day in Albany.
- Build and maintain collaborative relationships with stakeholders, including public officials, and business, economic development, and community groups, including attendance at meetings
- Serve as a leading voice for Ontario County's business community with elected officials, government agencies, and the media.
- Monitor legislation, regulations, and policy developments and communicate their potential impact to members.

Financial Management

- Act as the primary fiscal agent, managing income, expenses, and performance reporting.
- Create and present an annual operating budget reflecting the Chamber's programs and goals.
- Administer financial activities, maintain records and controls, and communicate proactively with the Board.
- Maintain the Chamber's financial strength and work with the Board to diversify revenue sources.

What You'll Bring

The President & CEO must bring broad leadership experience and the ability to inspire confidence among the Board, staff, members, business leaders, public officials, and community partners.

- Bachelor's degree or equivalent professional experience.
- At least five years of upper-level management experience in community relations, economic development, marketing, business development, operations, nonprofit leadership, or a related field.
- Experience in revenue development, membership growth and retention, fundraising, grant writing, advocacy, and chamber or association leadership. A strong combination of these capabilities will be considered.
- Strong financial acumen, including experience with budget development and financial reporting.
- Ability to develop and implement strategic plans that deliver on established objectives.
- Polished interpersonal and communication skills, including the ability to lead people and present confidently to large audiences.

- Demonstrated ability to build effective, collaborative relationships with stakeholders and the public.
- Ability to provide effective oversight of operations and administration.
- Proficiency with Microsoft Office Suite and QuickBooks.

Work Location and Schedule

This is a primarily in-office position based in Canandaigua, with flexibility to work from home at the President's discretion or as needed. Residency in Ontario County is preferred. Travel is limited; however, the role requires availability for early morning, daytime, and evening meetings and events throughout the county.

Benefits

- Paid health and dental insurance.
- Generous paid time off, including vacation and sick time.
- Paid holidays.
- 401(k) retirement plan.
- Training and professional development opportunities.

How to Apply

Please submit a resume and cover letter to apply@ONChamber.com. Applications will be reviewed as they are received.

Our Commitment to Inclusion

The Ontario County Chamber of Commerce is an Equal Opportunity Employer and encourages diversity in the workplace. We welcome the unique contributions candidates bring through their backgrounds, experiences, perspectives, and identities.