**OVERVIEW**

The Casper Area Chamber of Commerce is recruiting a new Chief Executive Officer (CEO). The Chamber of Commerce has been promoting the business community of Casper for 120 years, and continues to be a powerful and effective advocate for both small and large businesses at the local, state, and federal levels. The CEO is responsible for the overall operation and management of the Chamber of Commerce and all of its committees, councils, task forces, bureaus, departments, special committees, and other chamber entities. The CEO is responsible for the planning and implementation of all programs and services as set forth and adopted by the Board of Directors or its committees. The CEO is supervised by the Executive Committee of the Board of Directors and otherwise employed under the guidelines set forth in the Chamber Employee Handbook. This job description is not intended to be an exhaustive list of responsibilities and duties and the CEO may be required to perform other functions as directed by the Board of Directors.

**AREAS OF RESPONSIBILITY AND TASKS**

**Board of Directors**

- Is a non-voting member of the Board of Directors, Executive Committee, and all committees, councils, task forces, bureaus, departments, special committees, and other Chamber entities including:
  - Executive Committee
  - Membership Committee
  - Ambassador Committee
  - Finance Committee
  - Government Affairs Committee
  - Leadership Casper Committee
  - Marketing Committee
  - Nomination Committee
- Serves as advisor to the Board Chairman and Board on matters of policy, organizational and management matters and long-range development
- Annually assists the Nomination Committee in selecting new Board members and preparing the required notification of the membership and, if necessary, election ballots
- Annually schedules the Board of Directors and Staff retreat to address matters of policy, organizational and management matters and long-range development
As scheduled, organizes Strategic Planning, ensures creation of strategic plan document and serves as the liaison between the Board and the Strategic Plan outcomes

Ensures compliance to Chamber Bylaws

Offers assistance to the Board of Directors in support of the development of a high-performance Board

**Fiscal Management/Budget**

- Provides leadership and supervision in the areas of profit and loss, balance sheet, cash flow projection, membership retention, annual budget, and budget-to-actual
- Prepares the annual operating budget for the organization and all related entities for Board approval
- Is responsible for all expenditures within approved budget allocations
- Oversight of and recommendation for all capital purchases
- Monitoring and evaluation of all contracts including office equipment, internet and phone, postage machine, lease, etc.
- Coordination of required organizational reporting including the preparation and approval of the 990, the fiscal review, Secretary of State Annual Report
- Ensure that Financial Management policies are observed
- Ensures Fiscal and Regulatory Compliance
- Ensures the financial development and sustainability of the organization through the creation and strengthening of sources of revenue
- Oversight of Accounts Receivable and all expenses

**Membership**

- Is responsible for formulating and implementing the Membership Development Program
- Maintains a public image with access to members and non-members alike
- Develops a system for customer service excellence in all member communications
- Is responsible for the development of the Annual Membership Survey and other surveys as determined necessary, securing a viable response rate, tabulating the results, summary and outcome communication
- Actively seeks to improve benefits and value for members

**Organizational**

- Managing overall operations within the office building, business affairs, and staff of the Casper Area Chamber of Commerce
- Responsible for initiating, implementing, and evaluating all aspects of Chamber activities
- Provides oversight for chamber committees and events
- Responsible for operations, management, long-range planning for the organization, membership relations, policy recommendations to the Board of Directors, and to be a visible and upstanding member of the community
- Developing and submitting a strategic Chamber business plan that will sustain and enhance the organization’s revenue to support the goals of the Chamber and its affiliate
Maintain strong relationships with the Board of Directors and provide the strategic leadership necessary to assure full Board participation

Plan and organize Executive Committee, Board of Directors, and other meetings as appropriate

Provide leadership and support of the organization’s regional economic development efforts through business attraction, retention and expansion and, maintenance and enhancement of the strategic and diverse partnerships and alliances in place with all local, regional and state partners

Responsible for leading the Chamber’s political and advocacy activities and, as such, has regular dealings with top political and elected officials on the local, regional and national level

Represent the business community at all government functions and venues in a bi-partisan way by meeting regularly with elected and administrative officials (at all levels) on public policy matters affecting the Chamber’s priorities and the business community

Involve the Chamber in ballot issue campaigns that impact the business community or important Chamber priorities

Be accountable to the Chair of the Board of Directors on behalf of the membership of the organization, ensuring positive results for the Chamber and its affiliates

Serve as a principal spokesperson for the Chamber in all venues, pro-actively and reactively, with a goal to enhance the Chamber’s overall image

Represent the Chamber before various conferences, conventions and business groups as a panelist or principal speaker. Become “the face” of the business community throughout the region/state

Staff

Employee management and supervision including interviewing, hiring, onboarding, performance evaluation, termination, and training

Maintains and conducts annual review of current job description for every chamber employee

Creates a high-performance productive work environment that encourages success, growth, accountability and teamwork

Coordinates appropriate staff recognition

Acts as liaison to the Board of Directors for all staff concerns

Annually schedules a Staff Retreat in order to more efficiently allocate the time and maximize the utilization of the qualifications and skills of the various staff members to create and maintain a more productive work environment

PROFESSIONAL QUALIFICATIONS

The ideal candidate currently serves as the top or a senior-level executive of a comparable organization, with a proven track record of success. At minimum the ideal candidate should possess the following:

MBA preferred but a combination of a Bachelor’s degree and appropriate certifications (CCE, IOM, CED, CAE) and also proven work record or combination thereof will also be considered
A minimum of five years’ experience in senior management, preferably within a Chamber of Commerce or similar career background in a nonprofit, private, or public sectors

Experience in managing community-based, non-profit organizations or significant experience in related for-profit business will be considered

Experience in developing and successfully implementing strategic organizational plans

Relevant experience that demonstrates leadership in the management of complex and dynamic organizations as well as broad exposure to fiscal management

Demonstrated experience in general management, budgeting and financial management, marketing, human resources management, and Board/volunteer relations

Demonstrated ability to influence and understand electoral and governmental processes

Strong oral and written communications skills with a large focus on excellent public speaking skills

Must be proficient in the following: including but not limited to: Microsoft Word, Excel, Publisher, Email, Internet, and all social media management (examples are, Facebook, Twitter, LinkedIn)

Ability to lift up to 30 lbs

Ability to push or pull weight from 25 – 60 lbs. occasionally

A valid driver’s license and reliable transportation

**SALARY AND BENEFITS**
Salary is commensurate with experience. Competitive benefits package also offered.

**HOW TO APPLY**
Applications will be accepted through 5PM on January 15, 2023. For confidential consideration please submit your resume, letter of interest, salary requirements and preferred methods of contact via email: Sabrina Kemper skemper@millswy.gov; or mail: Sabrina Kemper PO Box 789, Mills, WY 82644.