



## JOB POSTING

**Position: President/CEO**

**Salary:** \$55,000 - \$70,000 DOE

**Benefits:** Medical Insurance, Retirement, Expense Account, Professional Development

**Chamber Membership:** 220

**Chamber Budget:** \$300,000

**Total Number of Staff:** 3

**Population of Area Served:** 1,500

**Requirements:** The Irwindale Chamber seeks a hands-on, highly qualified, dynamic, detail-oriented and experienced leader with a forward-thinking attitude and vision. The successful candidate will have strong communication, budgeting, organization, technology, marketing and event-planning skills. Demonstrated ability to grow and retain membership and increase revenue stream.

Knowledge of chamber industry is preferred.

U.S. Chamber Institute Graduate and/or W.A.C.E. Academy Graduate or equivalent preferred.

The President/CEO reports directly to the Chamber Board of Directors and adheres to the policies set forth by the Board.

The President/CEO is responsible for the complete operation and ultimate success of the Chamber. He/She is responsible for all aspects of the day-to day activities including coordinating the program of work, income and expenditures, organizational structure, policies and procedures, coordination/motivation of volunteers, recruitment and retention of members, supervision of employees, creation and promotion of chamber activities, community outreach and long-term planning for the growth and prosperity of the Chamber. The President/CEO will possess a clear understanding of the legislative process and demonstrate skills in representing business interests to government for the betterment of the community. He/She represents the Chamber to outside organizations ensuring maximum exposure. The President/CEO serves as a non-voting participant of the Chamber Board of Directors and all Chamber committees to ensure that the outcomes of the strategic plan are implemented consistently. The successful candidate will be a visionary, team player and willing to do what it takes to ensure the Chamber continues to have a strong influence and be a trusted collaborator within the community.

Qualified candidates please email resumes to [ceosearch@irwindalechamber.org](mailto:ceosearch@irwindalechamber.org)

### **Experience & Education:**

A minimum of 5 years executive/senior level management experience (including managing staff) with a private business/corporation, trade association, economic development and/or related public sector entity, or not-for-profit organization.

Bachelor's degree in business, communications, or a related field is preferred.

W.A.C.E. Academy Graduate or equivalent: Preferred

U.S. Chamber Institute Graduate or equivalent: Preferred

**Deadline:** October 19, 2018, 12:00pm

**Contact:** [ceosearch@irwindalechamber.org](mailto:ceosearch@irwindalechamber.org)