

## **SALINA AREA CHAMBER OF COMMERCE POSITION ADVERTISEMENT**

The Salina Area Chamber of Commerce seeks an energetic and dynamic individual to move the organization into the future. The President and CEO provides visionary leadership for the strategic direction of the Chamber and its support and advocacy for the growth of local industry, a thriving tourism environment, and other high-impact areas promoting quality of life within the community.

With a population of just under 50,000 and its central location at the crossroads of I-70 and I-135, Salina, Kansas, offers the perfect blend of big-city amenities and small-town ambiance. The community boasts a blend of local and chain shopping and restaurants, and the presence of arts and culture, sports and parks, museums, theatres, an exotic zoo, and unique events creates a community with an eclectic personality! Our hospitality industry and active regional airport support conferences and events of any size, and quality educational opportunities exist for students of all ages. Learn more about our community here: <https://youtu.be/iVcyv1K9gxQ>

### **DUTIES AND RESPONSIBILITIES**

*Strategic & Operational Planning* – In conjunction with the Executive Committee, Board of Directors, and staff, develops and implements a strategic, long-range plan and annual business plan. Works with Chamber committees to identify issues and needs and develops plans to address them. Evaluate the effectiveness and measure progress towards attainment.

*Board Relations* – Builds and maintains strong relationships and communications with the Executive Committee and Board of Directors. Plans and organizes Executive Committee and Board meetings.

*Community Relations* – Provides leadership in building cross-sector partnerships among businesses, government and community organizations. Identifies, establishes and maintains strategic linkages with leaders and stakeholders in the community.

*Community Marketing* – Creates and manages a community marketing strategy in collaboration with community stakeholders. Modern and current marketing practices promote tourism efforts, including successfully recruiting recreation tournaments, conferences, and other events that bring visitors to the community.

*Policy Development, Implementation & Interpretation* – Assists the board in the development of policy and is responsible for the execution of policies adopted by the board. Responsible for the proper order of business as established in the Chamber's bylaws.

*Organization Structure & Procedures* – Continuously evaluates the Chamber's organization structure, policies and procedures to ensure their effectiveness in identifying and addressing Chamber and community needs and issues.

*Membership Relations, Development & Retention* – Assists the Membership Director and volunteers with recruiting and retaining new and existing members of the Chamber and is responsible for maintaining the membership at a level needed to ensure the income needed to support the annual Business Plan.

*Budget & Finances* – Develops annual budget with assistance from the board. Manages revenues and expenses in accordance with established budget and ensures the preparation of accurate and timely financial statements.

*Staff Administration* – Builds and maintains a staff consistent with program needs and financial resources. Is responsible for the employment of all staff members, the assignment of their responsibilities and duties, the supervision of their work and the establishment and review of metrics for evaluation.

## QUALIFICATIONS

**Education:** Bachelors degree in Business, Public Administration or related field of study.

**Years of Related Experience:** 3-5 years of related experience. Completion of U.S. Chamber's institute of Organizational Management and/or years of experience or willing to complete.

***Knowledge/Skills/Abilities:***

- Excellent oral and written communication skills, computer skills and organizational skills
- Strong public speaker. Comfortable developing and delivering presentations on behalf of the Chamber
- Exceptional financial management and accountability
- Ability to motivate and manage staff and volunteers
- Ability to handle multiple tasks simultaneously and respond to organization needs in prompt and timely fashion
- Possesses passion for the success and progress of the Salina community
- Background in working with a volunteer board
- Successful track record of fundraising
- Understanding of current/modern marketing strategies - principles and practices, marketing strategy including digital, content, social, SEO
- Entrepreneurial spirit

To apply - please send resumes to [chambersearch@salinkansas.org](mailto:chambersearch@salinkansas.org).