



Job Title: COO/CFO	Effective Date: 10/01/2024
Department: Administration	Classification: Exempt
Reports To: President/CEO	Supervises: Yes

Summary of Chief Operations Officer Role:

Position is responsible for overseeing the day-to-day internal operations of The Chamber in the following functional areas: financial management and accounting, and human resources. This position will provide support to Chamber committees and will support the President in an advisory capacity for internal operations matters.

Major Duties and Responsibilities:

- Financial Management:
 - Actively participate in the development of The Chamber Budget and Strategic Plan.
 - In close collaboration with the President, establish the operating budget for Board review and consideration of approval, set fiscal controls and procedures, monitor internal expenses and monitor the internal budget to remain within the guidelines.
 - Work closely and report to the Finance Committee which provides oversight of finance and governance of The Chamber.
 - Assist with financial management and compliance of the Economic Development Corporation of Lawrence and Douglas County including Capital Campaign donations, and Lawrence Foundation.
- Human Resources:
 - Act as a sounding board for employee relations issues.
 - Approve and monitor employee benefit plans, compensation plans and support the performance review process for the President.
 - Ensure compliant policies and practices are in place.
 - Oversee with support of the President, employee hiring, performance reviews and development.
- Leadership:
 - Manage direct reports including performance appraisal and professional development.
 - Cultivate new ideas for change and support staff as they implement new products or processes.
 - Lead, develop and retain professional staff. Create working conditions that are conducive to maximum performance and high employee morale.
- Board and Community Engagement:
 - Active role ongoing communication with The Chamber Board; including assistance with the Board Retreat, Board Orientation and numerous Board Committees.

- Develop personal contacts with key community leaders to shape environment of the business community.
- Relate Chamber activities to activities of all other groups in improvement of the commercial, industrial, civic life of the community.
- Constantly strive to develop a better public understanding of the purpose and functions of the Chamber organization.

Further Qualifications

- Knowledge, Skills, & Experience:
 - Resident of Douglas County, Kansas.
 - Education: Bachelor's degree required.
 - Must be able to communicate and relate well with the public, media, members, and with all levels of staff.
 - Excellent negotiation, verbal, and written communication required.
- Other Skills:
 - The ability to exercise judgment, tact, and diplomacy in a wide variety of contact situations.
 - Flexibility and be a detailed self-starter.
 - The ability to work with diverse groups and build coalitions.
 - Working knowledge of Microsoft Office products and database management system.
 - Willingness to complete additional duties and take on additional responsibilities when the need arises – an integral part of The Chamber team.
- Physical/Environmental:
 - There is moderate noise and continual personal interaction in this working environment.
 - Normal office environment.
 - Minimal travel.
 - Some evening meetings/events required.
- Compensation:
 - The Chamber offers a competitive benefits package which includes:

<ul style="list-style-type: none"> ▪ Group Health, Dental and Vision Insurance ▪ Health Reimbursement Plan (HRA) and Flexible Spending Account ▪ Group Life and AD&D ▪ 401K Plan 	<ul style="list-style-type: none"> ▪ Paid Holidays ▪ Vacation ▪ Sick leave ▪ Short- and Long-Team Disability Plans ▪ Salary – commensurate with experience
--	---

The Chamber of Lawrence, Kansas is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other characteristic protected by law.

Please send resume and cover letter to apply@lawrencechamber.com.