

Menifee Valley Chamber of Commerce

The President/CEO shall be the Chief Executive Officer. The President/CEO shall serve as advisor to the Chairperson and Officers on operations (programs, events, legislative affairs, and strategic planning, etc.) and shall assemble information and data and cause to be prepared special reports as directed by the Strategic Plan of the Chamber, and of those required by executed agreements approved by the Chamber Board. The President/CEO shall be a non-voting member of the Board of Directors and all committees.

ESSENTIAL DUTIES:

- Oversees and directly supervises the staff to develop robust membership programs and brand messaging in the community.
- Assists with general office management tasks, focusing on organizational culture and teamwork, to achieve the goals set forth by the Board of Directors.
- Ensures that various customers – members, guests, staff, board, and other stakeholder groups – are the focus on all MVCC efforts and initiatives and are recognized as such.
- Ensures that all departments consider the organization’s customer experience in all major decisions, always.
- Manages all budgets, workflow, and contracts.
- Manages community outreach efforts (attends community events, participates in community organizations, etc.) to ensure MVCC has a strong community presence.
- Manages monthly financial statements and communicates with the board of directors regularly.

COMPETENCIES:

- Ideal candidates will demonstrate exceptional intellectual, interpersonal, leadership, organizational, and self-management skills.

- **QUALIFICATIONS:**

Bachelor’s Degree from a four-year college/university, or two to four years of equivalent experience. Familiarity with management software including QuickBooks, Microsoft Office Suite, and Access (Database Software).

