

Job Title: President/Chief Executive Officer, Greater Tallahassee Chamber of Commerce

Location: Tallahassee, FL

Salary: \$178,000 - \$248,000

Application Instructions: Apply at Indeed (<https://indeedhi.re/44tp9Ly>).

Please combine your cover letter and resume into a single PDF or Word document and upload that file when prompted to submit your resume.

All inquiries and applications will be handled with discretion and confidentiality throughout the early stages of the process. Finalist candidates invited to in-person interviews may be asked to participate in reference and background checks, at which point confidentiality cannot be guaranteed.

Direct inquiries to Becky Tolnay at CEO-Search@tolnayteamsolutions.com.

Deadline for Applications: Saturday, May 31, 2025

Position Description:

The Greater Tallahassee Chamber of Commerce is a powerful advocate for business, working to create a thriving economy and driving a higher quality of life for our community. This role is responsible for leading the Chamber's strategic direction, advocating for business interests, and driving initiatives that foster economic growth, attract new businesses, support and grow existing businesses, create jobs, and enhance local infrastructure. The Greater Tallahassee Chamber of Commerce seeks a dynamic and visionary leader to serve as its next President & CEO.

As the principal advocate for the business community, the ideal candidate will be an experienced leader with a proven track record in organizational oversight, economic development, and community engagement, and adept at communicating effectively with government officials, media, and the public. Dedicated to advancing the Greater Tallahassee Chamber of Commerce's mission of making the Greater Tallahassee area the best place to live and work, this role will directly impact the quality of life and overall prosperity of the community. Specific responsibilities include, but are not limited to:

- **Membership Growth & Engagement:** Develop strategies to recruit, engage, and retain members by providing relevant programs, services, and value-added opportunities. Build and nurture strong relationships with member companies, aimed at supporting and growing existing businesses.
- **Board Relations:** Act as a trusted partner to a diverse Board of Directors, maintaining open communication and guiding strategic decision-making to achieve the Chamber's long-term objectives.
- **Advocacy & Public Policy:** Represent the Chamber and its members before state and local government bodies. Collaborate with other organizations to advance pro-business policies and shape the city's economic landscape.

- **Community Leadership:** Serve as a community leader, fostering relationships with government entities, local businesses, and other key stakeholders, including serving on relevant boards and commissions. Lead coalitions and partnerships that advance the Chamber's mission.
- **Revenue Generation & Fundraising:** Identify and secure new sources of revenue, including non-dues funding. Oversee fundraising efforts and develop partnerships that support the Chamber's growth.
- **Staff Leadership:** Attract, develop, and retain a high-performing team. Foster and maintain a positive and supportive organizational culture aligned with the Chamber's values and strategic goals.
- **Financial & Operational Management:** Oversee the operations of the Chamber, the Chamber Foundation, and its affiliate programs including Leadership Tallahassee, World Class Schools, and Access Tallahassee. Ensure the financial health and operational effectiveness of each program, regularly updating the Board of Directors on financial performance, operational activities, and fiscal strategies to maintain transparency and achieve organizational goals.
- **Public Representation:** Act as the public face of the Chamber, articulating the organization's goals and achievements to media, government officials, and community stakeholders.

Experience and Education:

- Bachelor's degree required in relevant field.
- Advanced degree or certifications related to business, public administration, or organizational leadership are desirable.
- Ongoing professional development viewed favorably.
- Minimum 10 years of senior leadership/executive experience in a chamber of commerce or similar environment. Preferred experience working with a Board of Directors.

About the Ideal Candidate:

The ideal candidate should possess the following characteristics:

- **Executive Leadership:** At least 10 years of senior leadership experience in a chamber of commerce, economic development organization, not-for-profit, business, or government entity of similar size and scope. Experience working with a Board of Directors is a plus.
- **Visionary Leadership:** A forward-thinking, innovative leader adept at identifying emerging trends and opportunities to position the Chamber as a leading voice for business.
- **Operational Excellence:** Skilled at overseeing all aspects of the Chamber's operations, including finance, marketing, member relations, events management, and affiliate programs, effectively and efficiently.
- **Advocacy:** Demonstrated success in advancing an agenda and working with government entities, particularly in a state, local or regional context.
- **Strategic Thinking:** Ability to develop and implement a comprehensive strategic plan aligned with the Chamber's mission, vision, and values.
- **Financial Acumen:** Proficiency in managing budgets, developing financial strategies, and ensuring fiscal responsibility.

- **Revenue Generation:** A successful track record in fundraising and developing new revenue streams.
- **Communication Skills:** Exceptional written and verbal communication abilities, including public speaking and thought leadership.
- **Community Leadership:** Strong relationship-building skills, with a history of forging alliances with diverse stakeholders across the business, government, and nonprofit sectors.
- **Team Development:** A collaborative leader who can attract, develop, and inspire a diverse, high-performing team, fostering a culture of innovation, collaboration, and excellence.
- **Innovative Thinking and Change Management:** Experience successfully leading organizational change or transformation and responding to challenges and opportunities, a problem-solver open to embracing tech-driven solutions when appropriate.
- **Governance:** Proven engagement with Board of Directors, governance structures, and volunteer leadership.

A bachelor's degree is required; an advanced degree or relevant certification is preferred.