
Job Title: President and Chief Executive Officer
Supervisor: Chair, Board of Directors
Classification: Full-Time, Salary, Exempt

The Greater Fairbanks Chamber of Commerce (Chamber) is a fast-paced, community-oriented not-for-profit organization based in downtown Fairbanks. The Chamber plays an integral role in the health and well-being of its member businesses, organizations, and those who live and work in the greater Fairbanks area. The Chamber works closely with city, state, and federal officials, business leaders, and other organizations to ensure our members prosper from our business advocacy efforts and community resources.

POSITION DESCRIPTION

As the organization's chief executive, the president and chief executive officer (CEO) ensures the Chamber's success in meeting its business advocacy, community and economic development, membership services, marketing, education, workforce development, and program goals and objectives. The CEO reports to the board chair but is subject, responsible, and accountable to the board of directors as a whole. In addition, the CEO is responsible for seeing that the strategic initiatives and policies of the board of directors are effectively implemented.

The CEO is a non-voting member of the executive committee and board of directors and serves as the organization's secretary. Under the direction of a continually evolving board of directors and annually changing officers, the CEO is responsible for maintaining continuity and consistency for the Chamber.

ESSENTIAL FUNCTIONS

- 1. Strategic & Operational Planning:** The CEO shall carry out the mission, vision, and goals of the organization, as expressed through bylaws, policies, resolutions, and objectives of the board of directors. Work collaboratively with the board of directors to facilitate and implement the strategic plan and regularly report on key performance indicators.
- 2. Administration & Staffing:** The CEO is responsible for the organization's day-to-day operations. They must constantly be attentive to the organization's internal structure of multiple positions, policies and procedures, and recommend changes. The CEO manages all staff, including assigning duties and the supervision of work. The CEO will conduct on-the-job training programs and ensure participation in professional conferences, seminars, and institutes to develop and maintain operations at peak efficiency. They will provide leadership to maintain an organizational culture of excellence, respect, diversity, and collaboration among teams and individuals to maximize performance and strengthen employee morale.
- 3. Board Relations:** THE CEO will build and maintain strong relationships through open and regular communication with the chair, executive committee, and board of directors. They will effectively share information that enables the board to carry out its governance role and provide counsel to the board and committees regarding public policy, programs, and other key initiatives. In addition, the CEO plans and organizes the executive committee and board meetings regularly.
- 4. Committee Relations:** The CEO shall be available to staff and committee chairs to assist with various projects. With the assistance of the Chamber committee chairs and staff, the CEO shall be responsible for directing and implementing the board of directors' advocacy plan, policies, and direction. This involves constant evaluation of the strategy, with recommendations for change as needed and a system for measuring and reporting.

5. **Advocacy & Public Policy:** Collaborate with the board, relevant committees, and other organizations to identify, review and evaluate legislation, pending or proposed, which will have an immediate or future impact on the business community—leads in shaping and advancing the Chamber's legislative and advocacy agenda. Ensure strong, effective representation before government bodies to advocate a pro-business agenda and achieve desired outcomes.
6. **Public Relations & Partnership Management:** Serve as a community leader, visionary, and alliance builder. Work closely with a wide range of constituents and stakeholder groups across the state to build relationships and support coalitions consistent with the Chamber's mission and priorities to ensure success. Assure that the business community is represented on committees and organizations critical to the region and the Chamber.
7. **Communications & Marketing:** Serve as the primary spokesperson for the Chamber. In addition, the CEO shall be responsible for regular communication, including newsletters and press releases to members and the community. In writing, the CEO will provide regular operational, administrative, and programmatic updates to the executive committee.
8. **Financial Management:** With the cooperation of the treasurer and finance committee, the CEO shall manage the finances of the Chamber. Ensure sound financial management, including budgeting, accounting systems, appropriate financial control, and risk management to protect the organization's assets. Responsible for the preparation of an annual operating budget, relating the budget to strategic goals. Prepare specific plans for meeting the budget and be accountable for the expenditures within approved budget allocations. The CEO shall prepare monthly financial statements of income and expenses for the finance committee. The board of directors will ensure that financial records are reviewed annually with the treasurer. Shall report to the directors any expenditures not budgeted and seek maximum staff efficiency in all financial procedures.
9. **Fundraising & Membership Relations:** Develop and implement fundraising events and strategies to meet the Chamber's financial goals. Provide leadership in the area of membership services to ensure there is a compelling value proposition for current and prospective members. Analyze and interpret members' needs and recommend revisions to increase membership value, engagement, and financial support. Personally engage in membership development.
10. **Other duties as assigned:** This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. Duties, obligations, and activities may change with or without notice.

CORE COMPETENCIES:

1. **Analytical Skills:** Visualizes, articulates, and solves problems and concepts. Makes appropriate decisions based on available information.
2. **Decision Making:** Makes choices or reaches conclusions by establishing objectives, gathering relevant information, identifying alternatives, setting criteria for the decision, and selecting the best option.
3. **Employee Development:** Effective in the recruitment, selection, development, and retention of employees. Maintains a productive climate and confidently motivates, mobilizes, and coaches employees to meet high-performance standards and goals.
4. **Financial Management:** Applies critical financial concepts and practices to establish and maintain realistic budgets.
5. **Planning and Organizing:** Systematically develops plans, prioritizes, organizes, and manages resources to accomplish business goals within a specific timeframe.
6. **Problem Solving:** Anticipates and identifies problems, distinguishes between symptoms and causes, and determines alternative solutions involving varied levels of complexity, ambiguity, and risk.
7. **Process Improvement:** Manages, leads, enables, and promotes the process of change and transition while helping others deal with the process.
8. **Strategic Implementation/Thinking:** Formulates effective strategies consistent with the business and competitive strategies, examines policy issues and strategic planning with a long-term perspective, determines objectives, sets priorities, and anticipates potential threats or opportunities.

QUALIFICATIONS

1. Bachelor's degree from an accredited institution in Business Management or equivalent combination of education and experience. Senior executive experience in corporate, political, community or not-for-profit management areas is required.
2. Preferred Board management experience.
3. Ability to think strategically while considering new perspectives; possess strong mental agility.
4. Strong political savvy; a diplomat.
5. A successful track record for engaging, partnering, and building alliances with a wide range of constituencies, including business leaders, entrepreneurs, investors, elected officials, and media.
6. Demonstrated experience advocating for an organization; working knowledge of the legislative and political process is helpful.
7. Ability to align diverse interest groups on issues and opportunities that will benefit the overall business community; a consensus builder with a personal style that engenders confidence.
8. Excellent communicator, both oral and written.
9. Proven experience recruiting, developing, motivating, and retaining a strong, diverse staff in a team-oriented environment.
10. Unquestioned integrity and ethics.
11. Consideration is given for community involvement and civic contributions

POSITION WORK REQUIREMENTS

1. **Position Requirements:** To successfully perform the responsibilities of this position, the CEO must possess a valid driver's license and live and work in the greater Fairbanks area. The CEO must be available for regular early morning and evening meetings, weekend work, and occasional overnight travel. The CEO must be able to devote the additional hours required to ensure the timely completion of all responsibilities related to this position.
2. **Physical and Mental Demands:** The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with their hands and arms and lift items weighing up to 40 lbs. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure. Finally, have openness and adaptability to change and work under regular to moderate stress levels.
3. **Work Environment:** This position is performed in a dynamic, small business setting with offices located on the first floor of a commercial building. Occasionally some duties require working outside.

ADDITIONAL JOB INFORMATION

This position requires regular attendance to conduct business with customers, vendors, employees, and the board of directors.

The CEO must also possess the following abilities:

1. Ability to adhere to safety rules and other reasonable regulations pertaining to the position.
2. Ability to refrain from violence.
3. Ability to work in cooperation with the board, employees, community members, and other Chamber stakeholders.

COMPENSATION & BENEFITS

Compensation and benefits are competitive market value and commensurate with experience.

OTHER

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by the CEO. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position. The scope of the job may change as necessitated by business demands.

According to the applicable state and federal laws, the Chamber is committed to providing reasonable accommodations to all individuals with qualified physical and mental disabilities.

The Chamber does not discriminate on the basis of race, religion, color, national origin, age, gender, or any other classifications protected by law. The Chamber believes it is important to provide equal terms and conditions of employment to all employees for all employment practices, including but not limited to hiring, placement, promotion, evaluation, termination, leaves of absence, compensation, and training.
