The President & CEO is the chief administrative officer of the organization. The President & CEO helps manage the policy initiatives, advocacy efforts, business affairs, fundraising, community relations, property, and staff of the Chamber.

Primary responsibilities include:

**Government Affairs** - staying on top of maintaining engagement and participation in local, state, and federal issues that impact Laredo and Webb County business, with a particular emphasis on international relations between U.S., Mexico and Canada.

**Fundraising** - ensuring key events are planned ahead of time with attention to budgets including gross margins.

**Management of staff and finances** - ensure productive team, conduct annual performance reviews, and manage finances to endure financially sound organization.

**Visible member of community** - be engaged in the business community and community at large.

**Grow membership** - focus on growing Laredo Chamber membership through engaging with Board, incentive programs for staff, and savvy digital marketing, strengthen, support and sustain current membership.

FOR A COMPLETE JOB DESCRIPTION VISIT www.laredochamber.com