

Houma Terrebonne Chamber of Commerce

Job Title: Chief Executive Officer (CEO)

Reports To: Chair of the Board, Executive Committee, Board of Directors

**Responsible for all administrative and management duties to include, but not limited to the following:**

1. Coordination of the program of work, organizational structure, by-laws and procedures, managing and reporting all financial aspects of the chamber to include an annual budget, directing staff and volunteers, as well as membership development, hiring, training and full utilization, evaluation and motivation of staff,
2. Serves as the primary spokesperson and media representative, enforces and interprets board of director policies, develops & monitors long range planning, promotes, plans and participates in all chamber activities & events,
3. Serves as the governmental liaison for local, state and federal delegation in addition to local government entities, to include drafting appropriate resolutions and letters of support as needed.
4. Works directly with the Chair of the Board and Executive Committee in determining yearly direction and an annual program of work.
5. Prepares and delivers monthly progress reports to the Executive committee and Board of Directors.
6. Develops sources of non-dues revenues and new projects in line with the needs of the chamber.
7. Directs membership recruitment/retention efforts in conjunction with staff.
8. Directs the Communications/Events Coordinator in developing content for publications and serves as Editor of the Focus Magazine
9. In conjunction with the board, develops yearly marketing plans based on the strategic plan.
10. Serves as the Recording Secretary of the Board of Directors and is responsible for any other duties as designated in the By-Laws.
11. Maintains up-to-date information on all Committee meetings.
12. Encourages and recommends long range planning.
13. Governs the maintenance of the facility.
14. Other duties as required

**Requirements:**

- ❖ College or university degree required. Course work in business administration, public administration, marketing, communications or other related degrees required.
- ❖ Proven experience in management of staff and related personnel issues
- ❖ Proven organization and planning skills
- ❖ Excellent interactive people skills in dealing with the public, members and other organizations
- ❖ Self- starter with high energy level of proven leadership skills and creative thinking
- ❖ Excellent oral (public speaking) and written communication skills
- ❖ General knowledge of local governmental and political process
- ❖ Good working knowledge of computers, business and accounting software

**Updated: August 24, 2018**