Central Maryland Chamber
The Center of Intelligent Business

President & Chief Executive Officer (CEO)

Overview

Are you a visionary leader with a passion for economic development and business advocacy?

As the President & CEO, you will work with the Board of Directors to set the strategic direction of our regional chamber of commerce. You will be responsible for executing the resulting strategic plan, ensuring the chamber's fiscal health, and managing the chamber's day-to-day operations. You will work closely with the Board of Directors, chamber staff, and chamber members to advance the economic vitality of the Central Maryland region and address key issues facing the business community. You will also build, and maintain relationships with local, state, and federal representatives, as well as other chambers, business organizations, and community groups to advocate for the interests of our chamber and the region at large.

In this role, you will have the opportunity to work with hundreds of members, supporters, and community leaders who represent the pulse of our region. You will play a pivotal role in leading our organization to new heights of excellence and impact within our community. This challenging and rewarding position offers a unique opportunity to shape the future of the Central Maryland Chamber of Commerce and the communities it serves.

The ideal candidate will have the following attributes:

- Hardworking, self-motivated, and able to manage multiple priorities
- Integrity, passion, energy, sincerity, and diplomacy
- Superior time and staff management skills
- Excellent interpersonal and communication skills
- Consensus-building skills working with various chamber stakeholders
- Visionary and strategic thinking
- Operational and fiscal planning and management
- Resourcefulness and Accountability
- Emotional Intelligence
- Aspirational Leadership

Key Responsibilities

Strategic Leadership:

- Lead and execute the chamber's strategic plan and vision in alignment with the Board of Directors.
- Recommend actions to the Board to meet strategic goals and tactical objectives for the success of the organization.
- Stay abreast and inform the Board of the latest trends, opportunities, and challenges in the chamber industry and the regional business environment.
- Serve as ex-officio, nonvoting member of the Executive Committee, Board of Directors, and where applicable on other committees; serve as Vice President of the Central Maryland Chamber Educational Foundation (sort out conflict of interest between organizations).

Membership Relations:

- Grow and retain the chamber membership, providing value-added services, programs, and events that meet their expectations and needs.

- Oversee the preparation and maintenance of membership records and effective dissemination of membership information.

- Assist the Chairperson and Board in developing and implementing an effective membership recruitment and retention program.
- Implement initiatives to attract and retain members.

Advocacy and Public Relations:

- Represent the chamber as the primary spokesperson, advocating for the interests of our members at regional, state, national, and federal levels. Cultivate partnerships with government agencies, businesses, and community organizations.
- Promote and enhance the chamber's image and reputation as a trusted voice and a leader in the community.
- Represent the Chamber in the public and media; plan and oversee public relations activities to ensure maximum exposure for the Chamber; oversee, review, and approve all internal and external publications. Represent the Chamber to outside organizations, elected officials, and military installations at meetings/events to ensure maximum exposure.

Financial Management:

- Manage the chamber's budget, finances, and operations ensuring accountability and transparency.
- Identify and secure diverse revenue streams to support our programs and initiatives.
- Serve as the executive officer of the corporation, reviewing all contracts and legal documents and ensuring that the organization meets governmental reporting requirements and properly maintains all official documents.
- Assist the Board in developing and implementing short- and long-term planning, budgeting, and periodic review of revenues and expenditures.

Team Leadership:

- Lead and inspire a dedicated team of professionals, fostering a collaborative and inclusive work environment.
- Encourage professional growth and development among staff members.

Events and Programming:

- Advise and support the Board in the development and implementation of the program of work.
- Recommend programs based on the Chamber's mission and anticipated objectives.
- Assist the Chairperson in establishing and developing committees to carry out Chamber goals.
- Assist committees in setting goals, developing programs development, and implementing projects.
- Drive the development and execution of high-impact events and programs that deliver value to our members and the community.

Community Engagement:

- Strengthen the chamber's role as a community leader by actively participating in local initiatives and addressing community needs.

- Build and maintain strong relationships with key stakeholders, including elected officials, business leaders, partner organizations, and community groups.

Diversity and Inclusion:

- Promote diversity and inclusion within the chamber and its programs, ensuring that all of our member's voices are heard and represented.

Qualifications

- Minimum three (3) years of executive-level leadership in a chamber, business association, or economic development organization experience preferred.
- Bachelor's degree preferred (advanced degree in business, public administration, or related field preferred)
- Institute of Organizational Management (IOM) Certification from the US Chamber is preferred.
- Experience in providing services and programs to businesses.
- Experience managing in constrained resource and fiscal environments.
- Experience in member sales is required.
- Experience in public speaking is required.
- Demonstrated leadership, organizational, and administrative skills including leading and directing professionals, working collaboratively in the areas of budget planning and control, staff development, fundraising and donor management, Board development, strategic planning, public relations, and government affairs.
- Prior executive leadership of a large membership-based organization.
- Experience in managing a team of 3 or more direct reports.
- Demonstrated proficiency with CRMs, social media, and technology.

Compensation and Benefits

This position is a full-time salaried position with health and welfare, retirement, and paid time off benefits. The position base salary starts at $75,000+ and performance bonuses.

Our Culture and Values

At the Central Maryland Chamber of Commerce, we are committed to fostering a culture of collaboration, innovation, and community engagement. We value diversity, equity, and inclusion and strive to make a positive impact on the lives of our members and the communities we serve.

The Central Maryland Chamber is an equal opportunity employer. We are committed to a work environment that supports, inspires, and respects all individuals and in which personnel processes are merit-based and applied without discrimination based on age, race, ethnicity, religion, sexual orientation, gender identity, marital status, age, disability, military service status, or nationality. We believe that everyone's unique experience helps us have a broader understanding of our community's needs and makes us a better organization.

Interested candidates should submit their resume and a cover letter outlining their qualifications and vision for the Central Maryland Chamber of Commerce to our executive search committee:

Cover letters & resumes can be submitted to the attention of:
CEO Search Committee - email to: ceosearch@centralmarylandchamber.org