

Responsibilities of the Edmonds Chamber of Commerce • President & CEO

as stated in the job description prepared by the Board

1. Plan, organize, direct and control the Chamber's services, products, economic development and public policy activities for association's members and responds to the needs of its members. Oversee all programs, services, and activities to ensure that established program objectives are met.
2. Develop and maintain a collaborative working relationship between the Chamber and other key business, government public policy and community organizations. Serving as the primary contact with the Mayor, City Council, City staff, and other community leaders and organizations.
3. Delegate responsibilities consistent with sound operations and authorized policies and procedures to staff members responsible for member services, marketing, business services, public policy, financial, economic development, special events and other related functions.
4. Develop and oversee office and personnel policies to stay compliant with state and federal HR laws. Assure sound business practices are in place and used by all staff. Assure staff is delegated authority and is compensated commensurate with responsibilities. Responsible for all aspects of employment and individual performance management.
5. Help Board Chair and Executive Committee plan agendas and develop background materials for meetings of the Board of Directors.
6. Oversee all committees and assign support staff:
 - Board of Directors
 - Executive Committee
7. Organize a regular strategic planning process, annual budget and retreat with the Board of Directors.
8. Work within guidelines established by the Chamber bylaws and strategic plan.
9. Manage the budget and fiscal operations; including but not limited to general bookkeeping, account reconciliation, AR, AP, tax filing and reporting.
10. Work with the board and staff to raise funds from members and outside sources. Lead in identifying and securing revenue generation opportunities that provide benefits to members and the community.
11. Act as the primary spokesperson for the organization and chief steward of the Edmonds Chamber brand.
12. Provide leadership support to the Edmonds Chamber Foundation, a separate 501(c)(3) organization.
13. Serve on boards/commissions to represent the Edmonds Chamber. (WCCE, Economic Development Commission)

General Skills & Role within Chamber

- Ability to handle and prioritize conflicting complex demands.
- Stay current with local and regional news, the political landscape and business community.
- Be professional, diplomatic, flexible, and committed to accuracy and customer service.
- Ability to exercise independent judgment; work under pressure with constant deadlines and multiple priorities; and to coordinate projects in a complex organizational structure while performing optimally and maintaining both quality and quantity of work.
- Promote teamwork and professionalism with the ability to manage.
- Ability to be supportive, patient and teach when someone needs assistance.
- Must have strong time management skills with the ability to set your schedule that may require long workdays and the need adjust your days off work.
- Work within guidelines established by the Chamber bylaws and Board of Directors.
- Ability to take on new responsibilities as directed by the Board of Directors.
- Must have valid driver's license and ability to sign legal documents and permits. (i.e. WSLCB)

Candidates may submit their cover letter, resume and references to staff@edmondswa.com by June 3rd and the Chamber Board plans to begin interviews of candidates in early June.