



Wanted: A smart, creative trailblazer who is excited by the idea of working hard on behalf of an exceptional business community. Someone who believes in the power of bringing people together. Someone worthy of leading one of the West's most dynamic Chambers of Commerce with nearly 1,400 business members who employ more than 35,000 individuals.

Position: President and CEO of the San Luis Obispo Chamber of Commerce

Reporting to: Us, the [Board of Directors](#)

Requirements: We are looking for a leader who will:

- Passionately spear-head a progressive business organization...
- Work with our team to take on big challenges and come up with big ideas...
- Tolerate an exquisite Mediterranean climate only a few miles from the Pacific Ocean ...
- Want to live in a vibrant college town that is home to a nationally ranked state university ...
- Enjoy being minutes away from CA's fastest growing wine region ...
- Be proud to live in one of America's Happiest Cities (National Geographic, *Thrive: Finding Happiness the Blue Zones Way*).

If everything is so great, why is the job open?

After 10 years with the Chamber, our dynamic CEO has chosen to pursue some exciting [personal plans](#).

We wholly support her decision, and she is leaving our Chamber in great shape: membership retention is solid, finances are healthy, staff talent is strong, and our robust volunteer network works tirelessly to preserve and enhance an energetic business climate in one of the [most desirable places to live](#).

We're not exaggerating about any of this. We are a committed Board of Directors, and together we speak on behalf of businesses that employ more than 35,000 highly engaged individuals. Want a little bit of proof? We are a community of less than 50,000 people with a Chamber membership in the neighborhood of 1,400. This level of support and engagement is humbling, and we are excited (and anxious) to find our next leader.

We live, work and play in an amazing place, in part because of our 'ask what's possible' attitude we value at the Chamber.

[Our mission](#) sums it up well: We connect the business community with ideas, inspiration and each other, bringing people together to shape the place we love. Oh, and let's not forget - we like to have fun.

The successful candidate must be a passionate advocate for driving the Chamber to achieve excellence. S/he will be a highly collaborative leader, strong in their ability to successfully manage current programs while simultaneously developing new initiatives. We are looking for someone who will help foster trusted and productive partnerships with individuals and organizations throughout the region and the state.

We're serious. Are you?

JOB DESCRIPTION

TITLE: President/CEO
LOCATION: 895 Monterey Street, San Luis Obispo, California 93401
REPORTS TO: Board of Directors

THE CHAMBER:

The San Luis Obispo Chamber of Commerce is the oldest and largest voluntary organization in San Luis Obispo and Santa Barbara counties. As an independent nonprofit corporation (not affiliated with government or any other agency), it uniquely serves the needs of its nearly 1,400 members, employing more than 35,000 individuals in the region. Furthermore, the Chamber has two long-standing management agreements with Chamber Services, including a Visitor Center and the Leadership SLO program.

POSITION SUMMARY:

The President / Chief Executive Officer will provide high profile leadership, vision, guidance and strategic direction for the programs and personnel of the San Luis Obispo Chamber of Commerce. They facilitate and lead staff and board efforts to achieve the mission and goals of the Chamber as approved by the Board of Directors. The President and CEO has full P&L responsibility. The President will demonstrate knowledge and expertise on economic development principles, the regional economy, political environment, marketing and branding concepts, membership sales, and the opportunities and challenges to the growth and prosperity of large and small employers in the region. S/he must also demonstrate openness to ideas from a variety of sources and focus on achieving “best in class” outcomes.

REQUIRED EXPERIENCE:

- A minimum of 10 years of professional experience which could include Chamber, private industry, trade associations, economic development and/or related not-for-profit organizations.
- Proven ability to provide dynamic internal and external leadership to achieve revenue objectives, budgeted annual gross and net revenue, and other programmatic and financial goals.
- A track record of delivering results in line with the objectives of the strategic plan and demonstrated ability to develop and execute strategic business or political strategies and manage the tactical execution to achieve results.
- Demonstrated ability to develop, motivate and build high functioning teams.
- Experience in creating and maintaining a credible, respected reputation and high-profile presence in the community on behalf of an organization.
- Proven excellence in persuasive and engaging written and oral communication, including public speaking, with demonstrated media experience.
- Knowledge and understanding of economic development and political dynamics within a regional economy.
- Experience in soliciting and securing funding from public and private sectors.
- Demonstrated passion for the success of business and the quality of life in the community.
- Proven experience in political affairs with a track record of successfully influencing opinions of elected officials and directing the focus of community initiatives.

REQUIRED LEADERSHIP QUALITIES:

- Able to lead complex organizations to achieve company objectives. A leader who is a strategic, forward thinker.
- Excellent communication skills with ability to translate vision into reality.
- Independent self-starter with proven skills in analysis, planning, leadership, and project management. Focused on staying abreast of current best practices.

- Pro-active, energetic, self-assured professional with high personal integrity and ability to develop good interpersonal relationships.
- An excellent internal leader recognized for the ability to develop, motivate and build high functioning teams.
- Demonstrated skill in assembling a talented staff through recruitment, coaching, and development to meet organizational needs.
- Effective facilitation of cross-functional teams to align in common direction and effect change to achieve the goals and objectives of the organization and the community.
- Engenders trust in the workplace through authentic communication, reliability and adaptability.
- Able to create a climate in which others want to do their best, motivating and empowering others to fulfill a common purpose.
- Can negotiate skillfully in tough situations with both internal and external groups, in a direct yet diplomatic way, gaining the trust and buy-in of other parties.

SCOPE AND RESPONSIBILITIES:

Program Development and Management

- Identify and create opportunities to grow the Chamber and support the business community through innovative ideas and practices.
- Responsible for all strategic planning and organizational policy as developed in concert with a 21-member volunteer Board of Directors that is voted in by our membership.
- Responsible for working closely with Chair of the Board on planning, organizing, and executing the Board and Executive Committee meetings, as well as staff support for all ancillary roles, including Chamber committees.
- Aggressively develop and execute revenue growth strategies which further the mission and financial resources of the Chamber.
- Develop the long-term goals, direction and relationships of the Chamber to continuously support the growth and development of business success in the region.
- Develop a long-term strategic plan and annual business plan with measurable objectives for delivery of successful outcomes on Chamber events, projects and programs; align objectives with annual budget revenue and expense projections.
- Provide oversight, support and direction to on-going Chamber programs.
- Communicate regularly to the Executive Committee and Board of Directors on Chamber programs and activities, political issues and other items relevant to the success of the Chamber.
- Generate relationships and maintain effective contact with federal, state, and local officials as well as other business and community organizations pertinent to or aligned with Chamber projects or programs.
- Support an attitude of regionalism through the development and nurturing of professional relationships with business and community organizations, local and state government, executive staff and elected officials.

Financial Management

- Oversee the general finances of the Chamber.
- In concert with accounting management, the internal leadership team and the Executive Committee of the Board, develop an annual budget for the Chamber's operations that delineates projected revenues and expenses and balances the strategic direction and long-term fiscal health of the organization.
- Lead, direct and develop Chamber's fundraising strategies.

Public Policy Development and Public Relations, Marketing

- Facilitate the Chamber's position as a leading voice and advocate of business in the region
- Represent and promote the Chamber and its policies and objectives in a variety of public forums, including with federal, state and local government elected leaders, partnering organizations, individual businesses and the media.

- Develop strategic direction and execute strategies related to marketing and communications to mobilize and educate chamber members and further the visibility of the Chamber in the community.
- Oversee development of marketing messages, collateral materials and website content.

Personnel Management

- Oversee the management of the ~20 full-time and part-time staff that make up the Chamber team including hiring, terminations, performance reviews, salary and benefits administration, policy and general supervision.
- Coach and develop the internal leadership team to attain consistent, highly effective performance.
- Develop and implement continuous improvement initiatives, better business practices and an organizational structure that will optimize performance and operating results. Support a commitment to professional development for the team and the CEO.
- Promote a working environment of excellence, with a focus on external and internal collaboration and professional standards. Ensure that the team has the authority, training and support to successfully complete all tasks, and that decision making and problem solving are encouraged at all levels of the organization.

PERSONAL ATTRIBUTES:

- ***Key Characteristics:*** Trustworthiness, professional, highly developed interpersonal and communications skills, results oriented, global thinker, diplomatic, ability to multi-task, strong public communication skills, open-minded to differing views, persuasive, quick thinking, outgoing and approachable, excellent time management skills, strong leadership ability, conflict resolution skills, negotiation skills, and ability to influence.
- ***Industry Acumen:*** Knowledgeable in current and burgeoning practices, trends, and other information affecting the chamber industry and the business sector. Understands the competitive and economic issues; aware of the political landscape for change and how collaborative strategies amongst organizations work in the marketplace. Recognizes, understands and can articulate the value proposition for Chamber membership.
- ***Member Focus:*** Dedicated to meeting the expectations and requirements of internal and external customers; effectively communicates member value and promotes Chamber programs and services; talks and acts with member value in mind; establishes and maintains effective on-going relationships with board members and chamber members and gains their trust and respect.

WORK CONDITIONS:

The work conditions for this position will include:

- Busy, open area office; frequent interruptions and interaction with wide variety of people on various issues.
- Ability to communicate orally with members, stakeholders, and other co-workers is crucial.
- Must be comfortable speaking in public.
- Projects and assignments often involve deadlines, which may cause stress and require long hours.
- Extended periods of sitting and extensive work at a computer and phone are normal.
- Completion of project assignments require intense concentration and attention to detail.
- Dexterity of hands and fingers to operate a computer keyboard, mouse, and other devices and objects.
- No heavy lifting is expected, though occasional exertion of up to 10 lbs. of force may be required.
- Physically able to participate in training sessions, presentations, and meetings.
- Travel is primarily local during the business day, although out-of-the-area and overnight travel is required for meetings and conferences.
- This is a full-time position and requires frequent early morning, evening and weekend work.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CONTACT INFORMATION:

All inquiries and submissions **must** be done through our hiring portal **by Friday, March 30, 2018:**

<https://slo-chamber-ceo.hiringthing.com/job/63356/president-and-chief-executive-officer>

If you have questions, please submit all inquiries by replying to the email you receive upon submitting your application through this portal.

Also check out our Chamber website to learn more about our organization and our team: www.SLOchamber.org