

Title: President/CEO
Reports to: Board of Directors
Status: Exempt



CHAMBER
OF
COMMERCE

The Grand Prairie Chamber of Commerce is seeking a chamber President/CEO that will help further the mission, to “promote, strengthen and expand the business community” of Grand Prairie. We are a membership organization, non-profit (501c6) and represent a unique partnership with business, civic and educational leaders in Grand Prairie. Grand Prairie is growing! We are hoping you will consider joining us to make Grand Prairie all-together Epic!

Summary of position:

President/Chief Executive officer is ultimately responsible for the total operations of the Grand Prairie Chamber of Commerce and Chamber Foundation.

This position is responsible for managing to the mission: “promote, strengthen and expand the business community”

Responsibilities:

Public Leadership:

- Engage, recruit, and cultivate prospective and current chamber members to sustain and grow the membership and engagement of the Grand Prairie Chamber of Commerce
- Works directly with the Chairmen of Board in setting direction and determining annual program of work. Collaborate with the Board to develop and execute a strategic plan.
- Acts as the Chamber representative to organizations in the community
- *Through the Grand Prairie Chamber Foundation, and as part of Workforce Development, serve as President/serve on GPISD Career Technical Education (CTE) Advisory Board*
 - Assists in CTE Scholarship fund requests from annual grants
 - Assists in various professional recruitment activities for CTE/GPISD student support
- Designs, leads, coordinates, and facilitates all Profit Centers
- Point of Contact for FAME program, Grand Prairie Tourism Department meetings and SETT program
- Visibility– City Council, Community events, State and Local legislative functions, North Texas Chamber Executives, Texas Chamber of Commerce Executives

Internal Leadership:

- Interprets and develops policy
- Signs all contracts
- Develops sources of non-dues revenues
- Monitors membership recruitment/retention efforts
- Acts as editor in chief for all publications, including annual Chamber directory
- Collaborates with staff for annual planning
- Maintains the Chamber Building
- Manage Website through ChamberMaster Software

Staffing:

- Calls and presides at staff meetings, lead on all new programs
 - Current Staff positions are: Director of Special Events & Marketing, Membership, and Hispanic Outreach.

- Staffs the organization and conducts employee reviews annually (more if needed)
- Serves as President of Chamber Foundation and is lead on ancillary organizations such as Community Entrepreneurship Academy (CEA) and CTE), run through the Chamber Foundation
- Professional Development of staff
- Staffing responsibilities for:
 - Sharing Office Administration Responsibilities
 - Proficient in Chamber Master - membership accounting database
 - Phones, Copying, logging payments, processing credit card payments
 - Website, social media postings

Current Profit Centers:

- Community Awards- January
- State of the City Dinner & Auction- February
- Life and Business in High Heels- March
- Annual Golf Classic- May
- Striking up Business- July
- Leadership Grand Prairie – August (Every 2 Years)
- Grand Prairie Chamber Salute 5/10K- November
- Christmas on the Prairie - December
- Pictures with Santa Traders Village- December
- Pictures with Santa Prairie Lights – December (should this contract be accepted by the City.)
 - Annual application for that contract
- Chamber Directory- Ad Sales

Current Programs:

- Monthly Luncheons
- Business After Hours
- Ribbon Cuttings
- Black Owned Business Collective
- New Member Orientation

Finances:

- Recommends annual budget and constantly monitors financial position
- Delivers monthly progress reports to the Executive Committee and Board of Directors
 - Runs all Chamber finances and Chamber Foundation finances, including:
 - Paying all expenses, via check or debit and maintaining auto draft payments
 - Upon request, funding CTE scholarships from funds so designated.
 - Up on request, billing from Foundation account for annual scholarship providers.
 - Entering all income and expense into spreadsheet and Quickbooks
 - Reconciling finances monthly and preparation of financial reports for board
 - Annual billing to sustaining membership
 - Monthly billing
 - Enters payroll on a biweekly basis to Paychex
 - Ensuring that the 990 filing has been completed.

Qualifications and Skills:

- Working knowledge of computer programs, including:
 - Microsoft Word, Excel, PowerPoint, Publisher
 - Canva

- Adobe, Lightroom
- ChamberMaster
- College degree or commensurate experience in this field
- Chamber of Commerce experience/knowledge of operations
- Public speaking/presentation abilities
- Professional appearance
- Organizational abilities
- Vision for the future, with willingness for collaboration
- Ability to be firm but polite, and remain neutral on political/community issues

Want to join our team?

Interested applicants should email resume to the Chamber of Commerce Executive Board
gpchamberapplications@gmail.com