



Quincy Chamber

President & Executive Director

The Quincy Chamber of Commerce (Chamber) has approximately 500 members and has an annual budget of \$750k with a staff of 4. The Chamber also consists of the Quincy Economic Development Corporation (QEDC).

Position:

The President provides strategic direction, vision, and management for the programs and personnel of the Quincy Chamber of Commerce and its affiliates. He/she demonstrates expertise in strategic planning, member sales and services, program management, economic development, public policy, nonprofit governance and operations, finance and accounting, public speaking, and fundraising. He/she has full responsibility for profit and loss, fiscal stability, and compliance. He/she will be a dynamic leader with the ability to manage current programs while developing new initiatives and partnerships with other business and community organizations to achieve regional goals and objectives.

Reporting:

The President reports to the Board of Directors in accordance with the by-laws, and meets monthly with the Executive Committee, made up of the Chair, Vice Chair, Treasurer, Clerk, and immediate Past Chair.

Knowledge, Skills, and Abilities:

- Strategic vision with extensive and nuanced skills to drive change management, mission fulfillment, and operational outcomes
- Highly developed interpersonal skills and emotional intelligence
- Broad knowledge of industry acumen, entrepreneurship, and innovation
- Strong understanding of the political landscape for change and collaboration with civic leadership and partner organizations
- Demonstrated skills in human resource development, team building, and performance management
- Adept at coalition building, relationship management, and negotiating complex agreements
- Exceptional communication skills both in writing and orally with members, potential members, elected officials, outside organizations, media outlets, and the Board of Directors
- Possesses and demonstrates high standards of integrity, work ethic, trustworthiness, and personal responsibility

Responsibilities:

- Strategic Planning and Implementation: At the direction of the Board, the President creates and implements the strategic plan for the Chamber.



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- Members Services and Sales: The President is responsible for the overall performance of the Chamber's membership activities including membership acquisition, stewardship and retention.
- Program Management: The President oversees and assesses the line-up, schedule, design, implementation, budget, and structure for the Chamber's programs and events.
- Economic Development: The President is responsible for the Chamber's role in economic development including business retention/expansion, infrastructure, workforce/education, health and safety, civic innovation.
- Public Policy: The President represents the Chamber on a variety of public policy issues at the local, state level which require him/her to develop platforms, messaging, advocacy channels, and strategic relationships.
- Nonprofit Governance and Operations: The President ensures the Board, governance bodies, and volunteer leaders are actively engaged and aligned to support the mission and functional activities of the Chamber.
- Finance and Accounting: The President ensures the Chamber establishes and follows generally accepted accounting and financial practices that ensures organizational safety and soundness, achieves budget targets, sustains operations, and grows capacity for new initiatives.
- Public Relations/Outreach: The President is responsible for creating and maintaining a dynamic and forward-thinking public image for the organization, including strategies for marketing, communications, media relations, community relations and public speaking.

Qualifications:

- Education: Bachelor's degree is preferred but related experience will be considered in lieu of academic credentials.
- Experience: A background of success in executive management and leadership positions within the private, public, or nonprofit sectors demonstrating progressively greater responsibility.

If you're interested in the above opportunity, or have any questions, please contact Barbi Connor at bconnor@southshorebank.com (1530 Main St. South Weymouth, MA 02190).