



About the Cape Cod Chamber of Commerce, Inc.

- The Cape Cod Chamber of Commerce, Inc. is a 501 c 6 not-for-profit corporation composed of 1241 members and 10 staff and which strengthens and promotes regional economic vitality, while addressing related cultural, environmental and community concerns.
 - We adopt an annual action plan to lead activities that will provide for full development of our human, economic, cultural and environmental resources.
 - We provide creative business leadership and effective coordination of all interested parties in solving community problems and in initiating constructive community action.
 - We work to create a broad understanding and appreciation of opportunities on Cape Cod and to promote the advantages and assets of our region within the state, the country and the world.
- Organized in 1921, the Chamber developed a travel and tourism industry for Cape Cod. It has continuously led destination marketing guided by our Convention & Visitors Bureau pillar.
- The Chamber's sustainable economic development pillar has created an eco-system for entrepreneurship along with key partners such as Coastal Community Capital and is engaged in regional climate adaptation planning and Covid-19 response and business resiliency.
- In 2014 a new vision for the Cape's economy, called the Blue Economy Project, was launched with initiatives designed to diversify employment and industry in the region, supported by our Cape Cod Blue Economy Foundation, Inc. (a 501 c 3 corporation) and our Cape Cod Economic Development Council, Inc. (a 501 c 4 corporation.)
- The Member Services pillar connects and engages members in a variety of online and in-person experiences, while offering marketing and business support services.
- Public Policy advocacy is the fourth pillar of work, with an active agenda of policy topics and strong relationships with elected and appointed officials in local, county, state and federal offices.
- The current CEO is retiring after 24 years at the Chamber having served in roles of interim executive director, president of the tourism division, and CEO. Financial statements have received clean audits and financial reserves are in place. A

Essential Duties and Responsibilities of the Chief Executive Officer:

The CEO is chief administrative officer of the organization, responsible to the 30-member board of directors for the full range of activities -- coordination of the strategic plan; organizational structure and procedures; motivation of volunteers; income and expenditures; employment, training and supervision of staff; interpretation and development of policy; maintenance of quarters; and long-range planning.

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Duties: The CEO shall serve as advisor to the officers and committee chairs, guiding the development of the Chamber's overall strategic plan and one-year action plans.

Committees: The CEO shall supervise all committees, assist in selecting qualified subject matter experts for committee work, and direct the motivation of volunteer leadership.

Action Plan: With the assistance of the committee chairs, officers and staff, the CEO shall be responsible for implementing the strategic plan in accordance with the policies of the board of directors.

Budget & Finance: With the cooperation of the finance committee, the CEO shall be responsible for the preparation of an operating budget, relating budget to program goals, subject to approval of the board of directors.

Membership: With the membership committee and staff, the CEO is responsible for maintaining the membership at a level that will ensure necessary income to operate.

Communication: The CEO is the spokesperson for the Chamber and is responsible for all communication to the general public and media.

Community Relations: The CEO shall maintain close ties with the community, shall review/evaluate legislation or issues which may have an impact on the business community.

Staff: The CEO is responsible for the employment of all personnel, the assignment of their duties the supervision of the work, and within the framework of the approved budget, the terms of their employment.

Office: The CEO shall maintain Chamber buildings/spaces in a professional and efficient manner.

Interpretation of policy: The CEO will ensure that Chamber policy is established by the board of directors and is properly recorded in minutes and policy files. Will assist the board chair in preparation of statements of Chamber position on public issues.

Long-range planning: Under the direction of a constantly evolving board of directors and an annually changing roster of officers, the CEO is responsible for maintaining continuity and consistency in programming.

Responsibility & Authority:

Personnel: The CEO is responsible for a full-time & part-time staff of approximately 15 people.

Material or products: Within budget allocation, the CEO is responsible for the purchase, storage and use of all Chamber supplies and equipment.

Revenue: The CEO is responsible for the income of the Chamber, including funds from other sources that are administered by the Chamber.

Contracts: The CEO has authority to enter the organization into binding contracts and agreements with the approval of the board of directors.

Education & experience requirement

B.A. Degree

Minimum 5 years' experience in 501 c 6 organization management, or other demonstrated ability in organization executive management

Tourism marketing background helpful

Economic development background helpful

Public policy development helpful

Reside on Cape Cod or be willing to relocate.

Industry-specific education & training:

*IOM – graduate of the US Chamber of Commerce Institute for Organizational Management

*CCE – Certified Chamber Executive, as credentialed by the Association of Chamber of Commerce Executives (ACCE)

