



STEAMBOAT SPRINGS CHAMBER

POSITION DESCRIPTION

TITLE

President & CEO

REPORTS TO

Executive Committee and Board of Directors

POSITION SUMMARY

The CEO is the chief operating staff person and is responsible for the overall management and operation of the Steamboat Springs Chamber (SSC) in accordance with the policies and objectives set by the Board of Directors.

ACCOUNTABILITY

The position receives direction and guidance from the Board of Directors and the Executive Committee on annual budget and overall program plan; review of monthly financial report; review of program of work, policy positions of matters of member, community or industry importance, and other direction as solicited or offered.

RESPONSIBILITIES

- Develop strategic and long-range planning with Board of Directors and key stakeholders
- Development of organization structure and program of work which fulfills the objectives of the SSC
- Supervision of staff to assure maximum productivity and that the program of work is executed for maximum return
- Development of the annual budget and the management of the budget throughout the year
- Assuring that appropriate procedures and policies are defined for the smooth and efficient operation of the organization
- Preparation for each Executive Committee and Board of Directors meetings in such a manner that each group has adequate information to make informed decisions
- Regular communication with the City of Steamboat Springs Council and staff as well as the Routt County Commissioners and staff to foster collaboration with and appreciation for the business community
- Representing SSC on various boards and committees of City, County or State government, the tourism industry and the business industry, as appropriate
- Providing leadership to the business community in matters affecting its current and future health
- Analyze issues and developments and make recommendations to the Board on the Chamber's role in issues and conditions in the organization's sphere of interest
- Represent the Chamber at key forums, meetings, events and with members, citizens, and governmental officials
- Oversee maintenance of records, fulfillment of legal obligations and implementation of Board directives
- Facilitate a team environment among staff, and foster development and growth opportunities for staff
- Promote a highly visible and appropriate public awareness of the SSC including maintenance of positive relationships with diverse community sectors, media and various political bodies
- Be recognized as an effective partner with members to advance members' success through the SSC's collective strength
- Design and successfully implement membership recruitment and retention strategies
- Create and secure alternate sources of funding



STEAMBOAT SPRINGS CHAMBER

QUALIFICATIONS

- Minimum of five years of applicable progressive experience
- Minimum of a bachelor's degree with an emphasis in marketing and business administration is desirable.
- Knowledge of Steamboat Springs, Routt County and the State of Colorado
- Organizational and supervisory skills
- Experienced in developing and managing a budget
- Strong communications skills
- Ability to relate effectively with a broad cross-section of individuals including members, government officials, industry leaders
- Ability to handle a multitude of priorities simultaneously
- Effective people management and engagement experience
- Experience building strong, positive relationships

KEY CHARACTERISTICS

Management Style and Personal Traits

- Politically savvy and able to work effectively with multiple agendas and egos
- Strong work ethic, willing to put in the time necessary to be successful, highly self-motivated
- Social and outgoing, sincerely enjoy attending events and being highly visible in the community
- Articulate and clear in their communication style, project professionalism and make a good first impression as the spokesperson for the SSC
- Listens and identifies ways to produce win-win solutions
- Genuine and a realist, sincere and up front
- Self-confident and comfortable with their capabilities, willing to remain humble and take a support position when appropriate or required, does not have an ego that needs to be satisfied
- Able to identify and address issues before they become a crisis
- Able to depersonalize issues
- Aggressive and dynamic, yet never offensive

TOP PRIORITIES

- Improve awareness of SSC focus areas and impact to members, stakeholders and the community at large
- Create plan to repurpose the Accommodations Tax in fall 2023 with minimum of 50% earmarked for destination management communications and promotion

PHYSICAL REQUIREMENTS

- Must communicate clearly in English
- Must have strong writing, speaking and math skills
- Must be able to sit and operate a computer for long periods of time
- Must be able to travel as needed