

Job Title	President, CEO
Employer/ Agency	Greater Northside Chamber of Commerce
Job Description	<p>A successful Chamber President, CEO develops and cultivates positive relationships with local businesses, government officials, and the community. He/she ensures consistency and accuracy of all communications, and collaborates with the Board of Directors to improve the communication flow to the chamber members.</p> <p>The Chamber President, CEO reports to the Chairman of the Board, who is the leader of our organization. The President, CEO attends all board meetings ex officio and mobilizes resources for the organization as needed. The Chamber CEO is first and foremost responsible for business recruitment and attraction of membership. The Board of Directors will support the efforts of the CEO in business recruitment but will not take a lead in the effort.</p> <p>Fund Raising</p> <p>The Chamber CEO represents the Board in fund raising activities including the annual membership drive, corporate sponsorships, special events, and educational seminars. Prepares and submits grant applications and reports to foundations, corporations and government agencies. The Chamber CEO will ensure that all contributions and other support are acknowledged as required by law. The CEO will also maintain accurate and complete records of all financial contributions and expenditures.</p> <p>Fund Development</p> <p>Creates, develops, retains and grows a diversified revenue base through corporate sponsorships, foundation grants, individual memberships and event developments. The Chamber CEO supports volunteers to ensure effective fundraising events, and recommends process improvements where needed and is primarily responsible for increasing the membership of the chamber of commerce. In the area of finance, the CEO works with our Treasurer to develop and manage the annual budget. The Chamber CEO ensures ongoing compliance with the legal responsibilities of a non-profit organization. It is critical for the Chamber CEO to ensure the integrity, accuracy, confidentiality, and security of all information, including chamber member information and mailing lists. Candidates must demonstrate the highest level of personal and ethical standards.</p> <p>Networking and Relationship Building</p> <p>The Chamber CEO develops cooperation, goodwill and positive relationship with Government leaders and agencies, elected officials, local civic and community leaders, local and national businesses, media representatives and Stakeholders. The Chamber CEO manages the membership relations of the organization; including the complaint system and resolution process to ensure all issues are dealt with in a speedy and appropriate way that satisfies all parties. Participates in appropriate networking activities, events & programs to enhance the organizations image and/or achieves organizations vision and strategic goals. Guides, directs, develops and manages all chamber events and programs. Evaluates and reports</p>

	the effectiveness of chamber events and programs. The CEO serves as the official representative on community boards and as the primary liaison to the government agencies, area townships, area chamber of commerce's, legislators and not-for-profit, community organizations that have been approved by the board of directors.
Qualifications	Expertise and proven success in sales, fundraising and development. Demonstrated leadership ability. Excellent communication skills and professional demeanor. Ability to work a demanding, primarily self-directed, flexible work schedule. Strong organization, multi-tasking, and time management skills. Working knowledge of computers and database systems. Reliable transportation to day and evening meetings in the Northside Area; occasional weekend events/meetings required.
Salary/Hours	DOE
Address	5305 Irvington Blvd.
City, State, Zip	Houston, TX 77009
Application Method	Email resumes to rc.reyna@greaternorthside.org
Opening Date	Immediately

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