



Job Description: Chief Executive Officer

September 2023

With more than 750 members, the Greater Fort Myers Chamber of Commerce is the largest and most influential pro-business organization in the region. For over 34 years, the Chamber has mobilized members and supporters to drive key initiatives that benefit the Greater Fort Myers area. The success of the chamber centers on members and leaders in all industries, both private and public, coming together to address the regions greatest challenges. They also serve as an invaluable resource to connect members to business growth opportunities through events, sponsorship, and networking.

The Greater Fort Myers area is seeing rapid growth with over 75 people moving into Lee County alone each day, many of whom are business owners. The population has reached over 1 million in the region, with the rapid growth happening in the last decade, and specifically since 2020.

The Greater Fort Myers Chamber of Commerce CEO is the chief executive and administrative officer of the Chamber and its Foundation and is responsible for the overall leadership and strategic development of the organization, its membership, and programs. The CEO is a crucial and compelling advocate for business owners and employers, accountable for providing executive leadership, strategic direction, vision casting and always fulfilling the Chamber's mission. The CEO liaises with the Executive Board, members, staff, and the community. The CEO is responsible for all things staff related – recruiting, hiring, supporting, leading, communicating, and terminating, as needed.

Responsibilities

- **Financial Management**
 - Oversee general finances, ensuring the financial strength of the Chamber and its Foundation.
 - With the Board's Finance Committee, develop an annual budget outlining projected revenues, expenses, and net profits.
 - Direct multiple revenue streams: membership dues, sponsorships, advertising, and events.
 - Maintain financial records, controls, and ensure compliance with laws for a 501c6 organization and the Chamber Foundation as a 501c3 entity.
- **Membership, Recruitment and Retention**
 - Lead recruitment and retention initiatives to achieve consistent membership growth.
 - Assess and address membership needs to develop and promote Chamber services and programs.
 - Oversee a sales team for member recruitment and sponsorship programs.
- **Board Relations**
 - Collaborate proactively with the Board on strategic planning and goal setting.
 - Ensure the Board remains informed on operational and strategic matters.
 - Prepare materials for monthly Board and Executive Committee meetings.

Qualifications

- Bachelor's degree and at least five years in executive-level management roles.
- Chamber certifications from US Chamber of Commerce or ACCE preferred.
- Proficient in Microsoft Office and Quick Books; familiarity with Chamber Master Management Software is a plus.
- Demonstrated business acumen, strategic leadership, and excellent communication skills.
- Demonstrated success in leadership, relationship building, and fundraising.
- Commitment to the Chamber's mission and a strong ethical foundation.