



## **Greater Greer Chamber of Commerce President/CEO**

### **About Greer, South Carolina**

Located in the foothills of the Blue Ridge Mountains, Greer, South Carolina offers many opportunities to live, work and play in one of the Southeast's fastest growing markets. With a population of 80,000 in the Greater Greer Area which is located between two counties. Over 700,000 people reside in the two-county service area (Greenville and Spartanburg counties) and almost 1.5 million residents in our metropolitan area. Greer is a community that offers the ideal location for businesses to succeed and a quality of life second to none.

The Greer area is home to a wide array of notable domestic and international businesses. In addition to a thriving manufacturing sector, the Greer area is also home to many successful small businesses and has rapidly become a destination for budding entrepreneurs. Additionally, businesses in the central historic district, also known as Greer Station, enjoy the benefits of a revitalized yet ever improving downtown atmosphere. These companies experience a business climate in Greer that offers:

- Quality utility and transportation infrastructure
- Access to major marketplaces via interstates, railways, an international airport and the SC Inland Port
- An available, affordable and skilled workforce
- Customer focused service providers
- Pro-business local and state government
- Cohesion and unity amongst all community development entities

### **About the Greater Greer Chamber:**

A back to back National Award winner through the Association of Chamber of Commerce Executives in 2016 and 2017, the Greater Greer Chamber of Commerce currently has 700+ members and an operating budget of \$823,000. Its diverse membership includes small businesses, industries, professional firms, financial institutions, non-profit organizations, government agencies and individuals. The Greater Greer Chamber is professionally staffed through five full time employees and two part-time employees.

The Chamber has experienced record membership retention and financial progress. The Executive Board recently adopted the 2017-2019 Strategic Plan which outlines new directions for the organization including an increased presence in workforce development, community marketing and long term organizational sustainability.

The Greater Greer Chamber of Commerce is also a member of the Upstate (SC) Chamber Coalition, an organization composed of 12 Upstate chambers of commerce dedicated to supporting pro-business public policy initiatives as well as a member of other regional organizations.

For additional information, please visit [www.greerchamber.com](http://www.greerchamber.com)

## **The Position:**

The President/CEO is the chief executive officer of the Chamber as well as the administrator of the Greater Greer Education Foundation and the Greer Business Leadership Committee (also known as the Political Action Committee). The President/CEO is responsible for all administrative and management functions and executing the mission and strategic plan of the organization as approved by the Executive Board.

The President/CEO will provide high profile leadership, vision, guidance and strategic direction for the organization and community. In addition, the President/CEO will implement the annual GPS (Goals, Plans and Strategies) and align the organizational resources to meet the objectives within the 2017-2019 Strategic Plan. Sound internal business practices will be carried out by the President/CEO. The President/CEO will be a collaborative leader and will build the relationships necessary to move the Chamber and Greer community forward.

Major responsibilities are as follows:

- Formulate, plan, organize, recommend and administer policies and programs relating to the Chamber, which includes current and long-range planning for achievement of major area goals
- Manage organizational functions, department staff and divisions of the organization
- Serve as a consultant to the Chairman of the Board, Executive Board, Board of Advisors and provide leadership in the formulation of objectives, programs, and policies
- Develop innovative sources of non-dues revenue for the organization
- Develop leadership and stimulate the work of committees, task forces and other groups to accomplish the annual GPS (Goals, Plans and Strategies)
- Establish and maintain a satisfactory working relationship with the membership
- Build quality relationships with partnering community development agencies such as Greer CPW (Commission of Public Works), the Partnership for Tomorrow, Greer Development Corporation, Greer Station Association and the City of Greer
- Select and develop an adequate organization of staff, assign functions, define lines of accountability and setup an effective system of operation
- Responsible for the finances of the organization which includes the planning of the budget, presentation of the budget to the Executive Board and supervision of the annual audit
- Propose recommendations and make internal operational adjustments to improve the organization's financial position
- Recommend value enhancements to the existing tiers of membership
- Make public addresses to various organizations, professional and civic groups in the area concerning the organization and the area activities and purpose
- Develop staff through direction, coaching, training, support and delegation of responsibilities
- Motivate and recruit volunteers

## **Qualifications:**

Minimum qualifications include a bachelor's degree from an accredited college or university. Preferably, leading candidates will have a minimum of 3+ years of demonstrated success in a leadership position within a chamber, membership association, nonprofit or community/economic development organization. Demonstrated commitment to continued professional development through the U.S. Chamber's Institute for Organization Management and/or Certified Chamber Executive designation is considered a plus. Economic Development knowledge also considered a plus.

The successful candidate must also practice above average:

- Communication both oral and written
- Presentations skills
- Relationship building abilities
- Demonstrated success in developing non-dues programming
- Multi-tasking of multiple projects, issues and initiatives
- Command of office technology

## **Compensation and Benefits:**

The compensation package will include a competitive salary, determined in part by the successful candidate's level of professional experience. The Chamber offers a benefit package, including health and dental insurance, ACCE 401(K), short term/long term disability, paid vacation, paid sick time and paid holidays each year. A company vehicle including insurance and taxes for vehicle will be offered to the executive.

The successful candidate for the President/CEO of the Greater Greer Chamber of Commerce will be required to live in the Greater Greer area once employed.

## **Interested Candidates**

Submit:

- (1) Resume/CV
- (2) Cover Letter
- (3) Salary Requirements

Email:

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**Application Deadline: December 19<sup>th</sup>, 2017**