



Chamber of Commerce President/CEO

The Indian River County Chamber of Commerce, located in the beautiful beach side community of Vero Beach, Florida, is actively searching for a forward-thinking, experienced executive with the ability to grow and successfully administer all aspects of the Chamber which includes the functions of economic development and tourism. Strong leadership and strategic planning skills are required. Previous management-level experience in Chamber operations is highly desired.

Organization Description:

- Founded in the early 1900's
- Membership – Over 800 members
- Annual Budget – Over \$1 million combined Chamber, Tourism and Economic Development
- As the designated county agency for both economic development and tourism marketing, the Chamber staff works with businesses and local leaders to support the county's economic development and tourist attraction efforts.

Responsibilities include but are not limited to:

- Serve as the Chief Operating Officer of the Chamber
- Manage the day to day operations for successful delivery of services, programs and events
- Work with businesses and local leaders to support the county's economic development and tourist attraction
- Oversee and maintain positive working relationships with elected officials in order to successfully carry out the goals of the organization and county
- Implement the annual plan and budget
- Ensure adequate staffing levels and manage same
- Participate in community outreach programs and motivate others to volunteer
- Assist with membership development
- Obtain Board participation, plan Board meetings and activities and assist in the development and execution of Board policies

Required Experience:

- Four year college degree
- Successful completion of US Chamber Institute for Organization (IOM) or equivalent training
- 5 years of previous documented progressively responsible experience in Chamber or association management
- Excellent oral and written communication skills, computer and social media skills, organizational skills, and sound financial management practices and accountability
- Experience interfacing with government officials strongly preferred

Resumes and salary requirements should be emailed to candidates@indianriverchamber.com. Deadline November 30, 2017.

[View the Position and Community Profile.](#)