



Greater Hollywood Chamber of Commerce - Chief Executive Officer/Executive Director

The CEO is the key management leader of the Greater Hollywood Chamber of Commerce. The CEO is responsible for overseeing the administration, programs, finances and strategic plan of the organization. The CEO promotes economic growth and health in the Hollywood business community, in alignment with the Chamber's mission statement. Other key duties include membership cultivation, fundraising, marketing, and community outreach. The position reports directly to the Chamber Board of Directors.

Professional Qualifications

The candidate must have experience in the areas of organizational leadership, Board relations, budgeting, fundraising, membership, events and programs. Candidate must possess excellent organizational skills, be self-motivated, and work well in a team environment.

- Candidate should have excellent people skills, management skills, verbal and written communication skills, presentation skills, a positive attitude, and be capable of implementing initiatives. Chamber experience and knowledge of the community is a plus.
- Solid budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Knowledge of fundraising strategies and sponsorship generation, unique to the nonprofit sector
- Experience motivating board members and volunteers and collaborating with members
- Demonstrated ability to oversee and collaborate with staff

Board Governance: Works with the Board to fulfill the organization's mission and vision

- Responsible for leading the Chamber in a manner that supports and guides the organization's mission and vision, as defined by the Board of Directors
- Responsible for communicating effectively with the Board and providing in a timely and accurate manner all information necessary for the Board to function properly and make informed decisions
- Responsible for the fiscal integrity of the Chamber, including submission to the Board of a proposed annual budget and monthly financial statements which accurately reflect the financial condition of the organization, and scheduling and supervision of the Chamber's annual audit
- Responsible for fundraising and developing other non-dues resources necessary to support the Chamber's mission and vision
- Responsible for the management of accounts payable, accounts receivable, and payroll for the Chamber
- Responsible for working in partnership with the Chamber accountant to ensure timely preparation of sales and use tax, payroll and annual tax reports

Organization Mission and Strategy: Works with the Board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach

- Responsible for the oversight of Chamber events that carry out the organization's mission
- Responsible for strategic planning to ensure that the Chamber can successfully fulfill its mission and vision into the future
- Responsible for the enhancement of the Chamber's image by being active and visible in the community and working closely with other professional, civic and private organizations

Job Responsibilities

- Oversee and implement resources to ensure that the operations of the organization are appropriate
- Responsible for the effective administration of Chamber operations
- Responsible for the hiring, training and retention of competent, qualified and friendly staff
- Responsible for reviewing all agreements and other documents made and entered on behalf of the organization to ensure cost effectiveness and to keep the Board informed, as appropriate
- Membership cultivation and retention
- Plan and administer annual budget
- Administer human resources and administrative policies and procedures
- Serve as the Chamber's primary spokesperson to the organization's members, the media and the public
- Strategic planning and development
- Establish and maintain relationships with businesses and various organizations throughout the community, strategically enhancing the Chamber's mission and vision
- Supervise Chamber staff and volunteers, and collaborate with members
- Oversee organization's Board and committee meetings
- Develop and oversee marketing and other communication efforts
- Other duties as assigned by the Board of Directors
- Night and weekend availability required

Email Resumes to HollywoodChamberCEO@gmail.com;

Deadline for application: August 12, 2019

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with

them to help promote positions that are available within their organization so that they may find the best talent possible.

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