



**Job Description:** President & Chief Executive Officer (CEO)

**Reports to:** The Executive Committee & The Board of Directors

**Function:** The CEO is the chief executive and administrative officer of the organization. The CEO is responsible to the board of directors for the full range of the Chamber's activities and strategic initiatives; impact and relevance to members and sponsors; coordination of the program of work; organization structure, development and processes consistent with established policies and bylaws; leading, supervising, motivating, and mentoring staff; fiscal health and responsibility; visionary leader that understands, supports and engages growth among small business and entrepreneurs who chose to locate here.

**Responsibilities:**

- In partnership with the Executive Committee, BOD and staff, lead and steward a strategic planning process to define the immediate, mid and long-term strategic plan for the Chamber.
- Build, leverage and maintain strong relationships and open communication with the Executive Committee and the BOD, maximizing this capacity for the good of the membership and the community.
- Serve as a community leader, collaborator and alliance builder with other entities, locally and across the state, private and public, to ensure a vibrant economic environment and high quality of life for the business and resident community.
- As a member driven organization, embrace the responsibility to members while acting as a visionary and strategic 'open front door' to Bentonville and the region for members, investors and community partners.
- Monitor legislation or other activities which will have an immediate or future substantive impact on the business community and informing staff, members and the Board as appropriate.
- Support the development and expansion of a vibrant innovative and expansive economic industry in collaboration with other regional entities to attract and retain a diverse and highly talented workforce to the region.
- Serve as the "face and voice" of the business community as the primary public spokesperson and advocate on issues that affect the Chamber and its members.
- As chief administrator, plan and organize Executive Committee and BOD meetings on a regular basis, collaborate and provide counsel to the Board committees, and advise on future board membership.
- Attract and retain highly competent staff, sponsoring staff growth and development, supporting and modeling a culture and working environment that ensures morale, well-being, and high performance from each staff member and the team.
- Ensure fiscal soundness, transparency and a balanced budget.

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### **Professional Experience**

- 10+ years' experience demonstrating business acumen, fiscal responsibility, leading a team of 5+ demonstrating strong mentoring and staff development capacity.
- Board management and governance experience.
- Ability to think strategically while considering new perspectives; possesses strong mental agility.
- Strong public speaking and written communication skills with multiple audiences.
- Success in building alliances and collaborative partnering on projects with a wide range of constituents and business leaders including business leaders, entrepreneurs, investors, economic development organizations, elected officials and the media.
- A track record as a proactive advocate for business and workforce development with a working knowledge of relevant legislative and political processes and environments.
- Economic development experience is highly preferred with a record for developing successful public and private partnerships that includes small business, venture capital, startups, and entrepreneurialism that results in a vibrant and diversified business environment.
- Proven experience in recruiting, building, leading and retaining strong diverse teams in a collaborative environment.
- Knowledgeable and proactive in understanding current technology, social media and its role in delivering services, driving business development and supporting staff productivity.
- Fundraising and sponsorship development experience to support programs, capital campaigns and special events.
- Experience working with diverse groups and a demonstrated commitment to diversity, equity and inclusion with support of diverse and inclusive programming and experiences.

### **Desired Traits**

- Ability to solve complex issues quickly and with an innovative mindset.
- Able to manage and mentor people well and build strong, capable, resilient, and agile teams.
- Is not phased by challenges and issues and is able to confidently work through conflict and make the hard decisions.
- Encourages diverse style, differences, and opinions to find better solutions and builds diverse networks comfortably; treats everyone equitably.
- Genuine and authentic, honorable, and trustworthy. Acts professionally and with integrity in alignment with Chamber and community values and expectations.
- Consensus-building and works toward common goals and positive partnerships.
- Has executive presence, comes across as polished and personable and commands the respect of the BOD, members, staff, and local leaders.
- Is results-driven and oriented with a personal passion for achieving goals and objectives.

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### **Education & Further Experience**

- Bachelor's degree (master's preferred) in a relevant discipline or equivalent professional experience.
- Credentials & certifications in economic development are preferred.
- Experience in the following priority areas:
  - Business retention and expansion
  - Local, state, and federal incentive packages and programs (TIF, CID, Enhanced Enterprise Zones, Opportunity Zones, et al)
  - Real estate development financing
  - Workforce development strategies
  - Recruiting talent and supporting start-ups in the tech, innovation, retail, whole health, e-mobility, outdoor recreation, and software sectors
  - Professional affiliations and associations
  - Prior Chamber experience is preferred

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