



**Executive Director CCEO**

**FLSA: Exempt**

**Reports To: Chief Administrative Officer**

**Status: Full Time (40+ hours) from 8:30 a.m. to 5:00 p.m. (Monday-Friday)**

**Location: Downtown, Columbus**

**Salary: \$85,000 a year**

**SUMMARY**

Externally, the CCEO Executive Director will report to the CCEO Board of Directors, seeking direction from the Board on CCEO policy and operational matters. Internally, as a staff member of the Ohio Chamber of Commerce, the executive director will report to the Chief Administrative Officer.

**JOB RESPONSIBILITIES:**

- Maintain the level of professional development services that CCEO makes available to local chamber executives and their key volunteers (1 professional development conference annually and various educational events throughout the year).
- Maintain and activate a statewide business advocacy/grassroots network of local chambers and their member companies.
- Staff the CCEO. The executive director performs all administrative and professional responsibilities of the organization.
- Draft and execute an annual operating budget for the organization (upon board approval), maintain appropriate membership dues revenue, overseeing the profitability of CCEO activities (conferences, training seminars, etc.) and securing corporate sponsorship revenue.
- Draft and execute a three-year strategic plan and one-year business plans (upon board approval) for CCEO. Report quarterly on progress to the Ohio Chamber and CCEO Boards of Directors.
- Staff the Local Chamber Advisory Board of the Ohio Chamber.
- Circulate information and resources to local chambers about legislative/policy matters of interest to the Ohio business community. Help facilitate ad hoc coalitions of chambers interested in specific policy issues.
- Act as Ohio Chamber liaison on state chamber projects as assigned to ensure their success.

- Plan and execute at least 1 annual conference and several smaller educational events annually.
- Produce CCEO communications – newsletter, website etc.
- Advise chamber executives on operational and board functions, such as HR issues, bylaws, strategic planning etc.
- Travel to local chambers in order to strengthen the CCEO-Ohio Chamber partnership.
- Participate in ACCE, specifically, the national network of other state chamber association executives.
- Support local chambers with their Executive Director searches. (creating new fee revenue of \$3,000 to \$5,000 per search)

#### **REQUIRED QUALIFICATIONS:**

- This position has no day-to-day supervisory responsibilities, but works closely with the CAO. Add support to other areas of the Ohio Chamber when needed.
- Applicant must be a college graduate and/or have a minimum of four years of local chamber experience.
- Ability to analyze and interpret general business periodicals and professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence and other communications.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public. Public speaking experience a plus.
- It is preferred employee holds a certificate from Institute for Organization Management (IOM).
- Employee must have strong computer and typing skills, including the use of and functional knowledge of several different software programs such as Microsoft Word, Excel, PowerPoint, etc.

#### **BENEFITS:**

- **Salary Range:** \$85,000 a year
- **Insurance:** Chamber pays 100% of the employee's health insurance premium (family coverage also available), dental, vision and Rx coverage available; life insurance and Short-term disability insurance offered.
- **Student Loan Reimbursement:** Chamber reimburses for employee's student loans, starting at \$200 a month.
- **PTO:** 3 weeks of paid vacation, as well as sick time and paid holidays
- **Retirement:** Matching 401(K) (4%), PLUS an employer-paid Pension Plan (8%)
- **Other Benefits:** Parking paid; cell phone reimbursement; gym membership reimbursement; free Peloton membership.