



LOVELAND CHAMBER *of* COMMERCE

Chief Executive Officer

Loveland Chamber of Commerce
Loveland, Colorado

The Loveland Chamber of Commerce seeks an outstanding Chief Executive Officer to lead our organization. We are accepting resumes from candidates who possess experience in management, fundraising and finance, a dynamic presence in the community and the ability to build relationships with elected officials. Ideal qualifications include a bachelor's degree or equivalent, and at least 6 years experience in Chamber of commerce management or related experience. Find out more about us and view job description at www.loveland.org.

Closes 1/28/2012. Resumes should be sent to Dave Clark, 2526 Tupelo Drive, Loveland, CO 80538, fax 970/612-2021, DaveClark55@msn.com.

About the Loveland Chamber of Commerce

The Loveland Chamber of Commerce is located in Loveland, CO, a highly desirable community on the Front Range of the Rockies, less than an hour north of Denver. You can find out more about us at www.loveland.org.

Job Description

The CEO is the chief staff executive and general manager of the business affairs of the Chamber, in accordance with policies set forth by the Board of Directors. The CEO is the Board of Directors' single official link to the Chamber. The CEO marshals the staff to accomplish the work of the Chamber. The CEO coordinates staff activities, assigns staff responsibilities, and delegates the authority needed to carry out those responsibilities. The CEO is also responsible for supporting the work of volunteer committees by allocating resources and assigning staff to work with committee chairs. The CEO is accountable for all Chamber performance, and exercises all authority delegated by the Board.

Responsibilities

Essential duties include building a vision of the future of the organization, setting the strategic direction, driving revenue, maintaining financial viability of the Chamber, supervising and managing staff effectively, and serving as the Chamber's public spokesperson. The CEO is the primary relationship builder for the Chamber of Commerce. The position requires a dynamic individual who can communicate with our members, employees, volunteers, corporate and community leaders, and the community at large.

Qualifications

Ideal applicants will have at least six years of experience in Chamber of Commerce management, or related experience. Graduate of or currently attending the US Chamber Institute Program is a plus. Certified Chamber Executive (CCE) designation from the American Chamber of Commerce is also desired. Should also possess a thorough knowledge of the political process and the ability to build viable relationships with local, regional, and state elected officials.

Submit Resumes to:

Dave Clark
2526 Tupelo Drive
Loveland, CO 80538
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fax: 970/612-2021