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JOB DESCRIPTION

PRESIDENT & CEO HUNTINGTON REGIONAL CHAMBER OF COMMERCE

The Board of the Huntington Regional Chamber of Commerce is seeking the next President & CEO to lead their organization. Representing more than 550 businesses in the Cabell and Wayne County area of West Virginia, the successful applicant will have the opportunity to communicate and advocate for our business community and add to our 130-year history as one of the four founding members of the United States Chamber of Commerce.

Job responsibilities include:

- Lead a business association of diverse companies and organizations
- Serve as the primary spokesperson for the Chamber as well as the region's business community
- Develop new events, products, and opportunities for the Chamber to serve their membership and generate revenue
- Manage staff, vendors, and volunteers of the Chamber
- Represent the Chamber on various boards and committees
- Conduct oneself with professionalism in all capacities
- Advise membership regarding policy issues, economic conditions, and other relevant subjects
- Work with the leadership of various Chamber Committees, such as Generation Huntington, HuntPAC and Women2Women Committee

Suggested requirements for the position include:

- A four-year undergraduate degree with a graduate degree preferred
- At least five (5) years' experience leading a similar organization, company or not-for-profit.

- Ability to multitask and juggle several projects and deadlines at once
- Experience working for a Chair, Executive Committee or Board
- Background in external and internal communications in addition to experience in communicating with the mass media
- Proven ability to draft and deliver speeches, prepare presentations, and write various written communication as needed
- An understanding of social media and its importance
- Knowledge of business, economics, politics, and governmental process at all levels
- Some experience with budgeting and fundraising
- A commitment to diversity and inclusion
- A reputation for confidentiality and maintaining sensitive information to protect both the Chamber and its membership
- An understanding of West Virginia, its business community, and its culture

The successful candidate would be expected to live within the Cabell and Wayne County area or move to this area after accepting the position. Salary will be commensurate to the experience of the successful candidate.

How to apply:

To apply for this position, send your resume and any other related materials to resume@huntingtonchamber.org. Please know that your interest in this position will be kept confidential. Questions regarding this position can be sent to this same address. No telephone calls, please.

For more information about the Huntington Regional Chamber of Commerce, visit <https://www.huntingtonchamber.org>.

This position will remain open until the successful applicant is identified.