



Chief Executive Officer (CEO) & President

Job Type: Full-time, Salary

COMPANY OVERVIEW

The Bryant Area Chamber of Commerce was founded in 1974 and forty-nine years later our focus remains on engaging the community by advocating for our member organizations.

The mission of the Greater Bryant Chamber of Commerce is to lead our members and community through economic development, educational programs, and networking opportunities. Our vision is to be recognized as the voice of business for Central Arkansas, encouraging our members and community to achieve greatness. We support member businesses, our city officials, schools, police and first responders for the betterment of the community. We find it of importance to be up to date on the latest pressing legislative issues and any city planning that will affect local businesses. The Chamber will be closely working with the City of Bryant on Economic Development for the City. We believe it is our job to help create commerce for our community. The more money we help bring to you, the better it is for everyone. The Greater Bryant Chamber of Commerce is Pro-Business and we are The Heart of Arkansas.

POSITION SUMMARY

The President & CEO provides leadership for all aspects of the organization's operations with an emphasis on long-term goals, membership growth and economic development.

The Chamber is seeking a team-minded, results-driven economic development professional with the initiative to drive meaningful community impact to Saline County and Central Arkansas. The successful candidate must be a team player, build and cultivate relationships with existing businesses, problem-solve and identify solutions, maintain relationships with site location consultants

and external stakeholders, and possess excellent organization and communication skills. Key factors for success in this highly visible role include competitive spirit, coachability, ability to build relationships, and the self-motivation and drive to manage time effectively and achieve established goals.

The ideal candidate must act with integrity, be professional and respectful, value teamwork, and embrace change to pursue new and innovative ideas. The candidate must be dependable, discreet, collaborative, able to multitask, quickly identify and execute solutions, provide excellent customer service, work well with all team members, and have an inherent passion to help grow Bryant and the Greater Saline County area. Additionally, this individual must demonstrate consistently good judgment and discretion in communicating sensitive materials and representing the Chamber publicly.

POSITION OVERVIEW

This is a full-time role leading the Greater Bryant Chamber of Commerce. For this role, you'll need to live in or near Central Arkansas and be willing to work on-site at the Chamber office. Typical hours for this role are 8am-5pm Monday - Friday, and varying weekends and evenings for events throughout the year. However, remote working and flexibility are permitted on occasion.

DUTIES & RESPONSIBILITIES

- Drive, Retain, and Develop Membership
- Business Growth & Economic Development
- Marketing and Promoting the Chamber
- Securing Fundraising and Sponsorships
- Office Management

KNOWLEDGE, SKILLS & ABILITIES

- Extensive experience in professional leadership roles.
- Bachelor's Degree or equivalent experience.
- Experience in economic development, workforce development, education, or a related business non-profit environment preferred.
- Proven track record of organizational leadership experience.
- Existing connections to the regional business and/or education community are highly desired.

- Strong interpersonal, written, and verbal communications skills.
- Self-driven, motivated and possess the ability to work effectively both as part of a team and independently.
- Possess strong documentation, organizational and time management skills and the ability to perform under pressure.
- Aptitude for working with volunteers and building relationships at all levels of an organization.
- Thorough understanding of management and financial practices in all areas and phases of organizational operations.
- Work with the board of directors and other executives to establish short-term objectives and long-range goals, and related plans and policies.
- Presents regular reports on the status of the organization's operations to the board of directors and to company staff.
- Oversees the organization's financial structure, ensuring adequate and sound funding for the mission and goals of the company.
- Ensures the organization's compliance with all applicable laws, rules, regulations, and standards.
- Serves as the company's representative to the board of directors, employees, members, the government, and the public.
- Possess a high level of discretion and confidentiality.
- Excellent managerial and financial skills and the ability to take leadership over any business operations area.
- Performs other related duties to benefit the mission of the organization.

POSITION REQUIREMENTS:

- Ability to bend, reach, and lift boxes and office supplies up to 30 lbs.
- Prolonged periods of sitting and standing.
- Work that may be performed in an intense, fast-paced office environment, depending upon assignment.
- Requires the ability to understand verbal communication and to respond effectively.
- Position typically requireS reaching, typing, grasping, feeling, talking, hearing, seeing, standing for long periods of time, and repetitive motions in computer use.
- Requires learning and adapting to new software.

COMPENSATION AND BENEFITS:

- Competitive compensation based on experience.
- Health benefit stipend.

The Greater Bryant Chamber of Commerce is an equal opportunity employer, dedicated to promoting a culturally diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability, or any other basis of discrimination prohibited by applicable local, state, or federal law.

APPLICATION INSTRUCTIONS:

1. Complete the online application at: <https://bit.ly/BryantCEOApp>

Then to apply, please submit the following via email to brooke@empirear.com and CC: jennifercarter@bpmrealtors.com- please include “President & CEO” in the subject line of the email:

2. Submit a cover letter, resume, and references.
4. Attach Enneagram Personality Assessment Results: <https://enneagramtest.net>
5. Attach LeaderScore Assessment Results: <https://assessments.michaelhyatt.com/leaderscore/>