



*Lynnwood Chamber of Commerce  
3815 196<sup>th</sup> St SW, Ste 136  
Lynnwood, WA 98036  
(425) 563-7505*

## **Job Description: President/CEO Lynnwood Chamber of Commerce**

**Position Overview:** The President/CEO of the Lynnwood Chamber of Commerce is a dynamic and visionary leader responsible for overseeing the strategic direction, growth, and overall operations of the chamber. This role requires a deep commitment to fostering economic development, promoting local businesses, and enhancing the quality of life within the community. The President/CEO will collaborate with diverse stakeholders, advocate for the interests of chamber members, and drive initiatives that drive economic prosperity and community engagement.

### **Key Responsibilities:**

- **Strategic Leadership:**
  - Develop and implement a comprehensive strategic plan to advance the chamber's mission and objectives.
  - Identify opportunities for growth, innovation, and continuous improvement.
  - Provide leadership to the chamber staff, promoting a positive and collaborative work environment.
  - Identify opportunities for utilizing social media platforms to promote chamber initiatives and engage with members and the community.
- **Member Engagement and Relations:**
  - Build and maintain strong relationships with chamber members, understanding their needs and advocating for their interests.
  - Implement strategies to enhance membership value and engagement.
  - Develop and manage programs that promote networking, professional development, and collaboration among members.
  - Monitor and respond to member inquiries and feedback on social media channels, ensuring a positive online community.
- **Community and Government Relations:**
  - Serve as the primary spokesperson and advocate for the chamber in interactions with government officials, community leaders, and other stakeholders.
  - Collaborate with local, regional, and state government entities to address policy issues that impact the business community.
  - Leverage social media to communicate the chamber's advocacy efforts and initiatives to a broader audience, including government officials and community leaders.
  - Engage with community members on social media to gauge sentiment and gather input on local business matters.
- **Economic Development and Business Support:**
  - Work closely with local businesses to understand their challenges and provide resources that foster growth and sustainability.
  - Develop and execute initiatives that attract new businesses, promote entrepreneurship, and create job opportunities.
  - Use social media campaigns to highlight success stories, business spotlights, and resources available to entrepreneurs and local businesses.

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- **Events and Programs:**
  - Plan, coordinate, and execute a variety of events, workshops, and seminars that contribute to the professional development and success of chamber members.
  - Lead efforts to organize community-building activities that highlight local businesses and attract visitors to the area.
  - Create social media content to promote chamber events, workshops, and seminars, increasing attendance and member participation.
  - Live-tweet or share updates during events to enhance online engagement and provide real-time insights.
- **Financial Oversight:**
  - Develop and manage the chamber's budget, ensuring fiscal responsibility and transparency.
  - Identify and secure funding sources, including grants, sponsorships, and membership dues.
- **Advocacy and Public Policy:**
  - Monitor and analyze legislation and regulations that impact the business community.
  - Develop and implement advocacy strategies to promote pro-business policies and address challenges.
- **Media and Public Relations:**
  - Cultivate positive relationships with local media outlets to effectively communicate the chamber's initiatives and accomplishments.
  - Serve as a credible and influential voice on business-related matters.
  - Manage the chamber's social media accounts, ensuring consistent branding and messaging across platforms.

### Qualifications:

- Bachelor's degree in business, economics, public administration, or related field preferred, but not required.
- Proven leadership experience in a similar role, preferably within a non-profit, business association, or economic development organization.
- Strong understanding of local economic and business dynamics.
- Excellent communication, public speaking, and interpersonal skills.
- Strategic thinker with the ability to execute plans and initiatives.
- Demonstrated experience in fundraising, financial management, and budget oversight.
- Proficiency in collaborating with diverse stakeholders, including businesses, government entities, and community organizations.
- Creative thinker with the ability to translate business objectives into compelling social media campaigns.

\$50,000 - \$55,000 DOE

**Application Process:** To apply, please submit a resume, cover letter, and references to [info@lynnwoodchamber.org](mailto:info@lynnwoodchamber.org). Applications will be accepted through October 31, 2023. Only shortlisted candidates will be contacted for interviews.