

**President & Chief Executive Officer**  
**Roseburg Area Chamber of Commerce**  
**Job Description**

**POSITION SUMMARY**

The Chamber's chief paid executive, the president & CEO, is hired by and reports to the Board of Directors. The president & CEO is responsible for providing leadership and administrative control for the Roseburg Area Chamber of Commerce (RACC), the Roseburg Chamber of Commerce Foundation and the Roseburg Area Chamber Political Action Committee (RACPAC). The president & CEO is responsible for the management of all chamber budgets, operations, programs, activities and events. They are also responsible for employing and managing chamber staff. The president & CEO is an officer of the corporation, a non-voting member of the RACC board of directors, executive committee and all chamber committees. The president & CEO is a voting member of the chamber foundation board and RACPAC board. The RACC serves a population of 24,000, with a current membership of 200 and an operating budget of \$225,000.

**COMPENSATION & BENEFITS**

- Salaried position at \$80,000-\$90,000 per year, depending upon experience.
- Benefits include Simple IRA Match, Mileage Reimbursement, Cell Phone Allowance, Professional Development, PTO, Paid Holidays (8), Expense Account
- Relocation assistance is available for the right candidate
- Remote or hybrid arrangements are not available

**DUTIES AND RESPONSIBILITIES**

- Serves as chief executive and administrative officer and official board secretary to the board of directors, and shall cause to be prepared notices, agendas and minutes of meetings of the board.
- Serve as advisor to the board chair, executive committee and board of directors on program planning, and shall assemble information and data and cause to be prepared special reports as directed by the program of the chamber.
- Serves as a non-voting member of the board of directors, executive committee and all committees of the RACC.
- With assistance of the directors, the president & CEO shall be responsible for administration of the program of work or action plan in accordance with the policies and regulations of the board of directors.
- Enforces and carries out the policies and directives of the board of directors.
- Leads and manages all aspects of the chamber's government affairs and political advocacy activities.
- Speaks, together with current board chair, on behalf of the chamber with media and in the local government or legislative arena.
- Is responsible for hiring, setting compensation levels for, directing and supervising, disciplining and discharging all chamber employees.
- Has full responsibility for all operational activities. And, has responsibility for creating and implementing appropriate policies and procedures to assure smooth operation.
- Is responsible, with the cooperation of the executive committee/finance committee, for the preparation of an operating budget—based on estimates of prospective income as well as estimates of the funds necessary for operation—covering all activities of the chamber, subject to annual approval by the board of directors. The president & CEO is responsible for all expenditures within the approved annual operating budget. Ensures monthly budget versus year-to-date reports are submitted to the board of directors that annual tax statements are prepared and filed and, that annual financial review or audit is performed if requested by decision of the board at its January meeting.

- Is responsible for managing all chamber assets and resources toward the goals and priorities plans developed during planning sessions as well as the chamber's vision, mission and purpose.
- In partnership with the Board of Directors, leads the Chamber's strategic planning process, setting long-term goals and ensuring alignment of programs, resources, and advocacy efforts with the Chamber's vision and the evolving needs of its membership.
- Reviews existing member services and evaluates potential new ways to best serve the chamber's membership. Ensure communication of member benefits, programs, events and activities to the membership.
- Has responsibility to ensure that all chamber programs, activities and events are properly planned and coordinated.
- Seeks opportunities to promote the chamber and its members. Explores collaborations, alliances and other innovative approaches that align with the chamber's vision, mission and purpose.
- Manages staff and volunteer outreach to new and existing business. Membership recruitment and retention is a high priority.
- Assesses organizational structure to ensure efficiency, effectiveness and maximization of staffing, volunteer and financial resources.
- Provides leadership, counsel and support to the current board chair, other board officers, committee, ad hoc and task force chairs.
- Ensures that chamber committees have appropriate staff support and guidance and that minutes, notices and other relevant materials are prepared.

## **DESIRED KNOWLEDGE AND SKILLS**

- Chamber of Commerce and/or 501(c)(6) membership-based organizational management experience: 5+ years
- Graduate of U.S. Chamber of Commerce Institute for Organizational Management (IOM) (or minimum two years completed of four-year IOM program) or WACE Academy Graduate Required
- Strong understanding of public policy, economic development and business advocacy at local, state and federal levels
- Excellent verbal, written, and presentation skills
- Effective interpersonal and leadership skills
- Strong computer and organizational skills
- Supervision/management experience of staff and volunteers
- Ability to deal effectively with the public in a professional manner
- Proven experience in budget development, financial management, and controls
- Self-management and ability to handle multiple tasks simultaneously
- Advanced computer proficiency (Microsoft Office Suite, InDesign) and ability to learn Membee database
- Applicants may be subject to a background check
- Valid driver's license, vehicle insurance, and reliable transportation
- Education: Bachelor's degree or commensurate years of chamber experience

## **CONTACT FOR SUBMITTING APPLICATION**

- Submit a resume and cover letter to [Roseburg@RoseburgAreaChamber.org](mailto:Roseburg@RoseburgAreaChamber.org)
- Deadline for application: October 1, 2025

*Desired Start Date: January 5, 2026 (Current Pres/CEO Retiring on 02/10/2026)*

*To Learn More About the Roseburg Area Chamber of Commerce: [RoseburgChamber.com](http://RoseburgChamber.com)*