



The Bainbridge Island Chamber of Commerce is seeking candidates for the position of **President & CEO**. This is a full-time position. Interviews will begin in October 2020 with the expectation of a selected candidate to start on January 4, 2021.

For 90 years, the Bainbridge Island Chamber of Commerce has been a cornerstone of the Bainbridge business community. Through our public and member events we have forged relationships that have held strong for decades. Our close partnerships with local organizations, both charitable and business related, have allowed us to further the efforts of our economic development on the Island. The Bainbridge Island Chamber of Commerce is a community of people dedicated to enhancing business opportunities and the quality of life on Bainbridge, making it a great place to live, work and play. These efforts are led by the Chamber President & CEO.

### **PRIMARY RESPONSIBILITIES:**

- Strengthen the community of local business owners
- Strengthen ties between the business community and the community at large
- Help local businesses thrive
- Foster a strong, sustainable local economy

### **DUTIES:**

#### **Leadership & Liaison**

- Provide strategic long-term planning for the Chamber – create a roadmap for the next three to five years at a time
- Act as liaison and spokesperson for the Chamber
- Monthly reporting to the Board of Directors about Chamber activities and financials
- Advocate for members with local and state governments, including attending City, County, and regional meetings

#### **Member Services**

- Help members resolve local regulatory challenges
- Help members find resources they need that are not provided by the Chamber
- Produce educational workshops, lectures, seminars for business owners
- Produce Chamber map/brochure and business directory
- Develop ways to retain and attract members

#### **Internal Operations**

- Oversee staffing, operations, and maintenance of:
  - Chamber website
  - Visitor info desk at Chamber office
  - Visitor kiosk at ferry terminal
  - Washington state licensing desk

### **Events & Community development**

- Produce events that promote community among businesses, as well as connection between the general population and the business community
- Oversee and manage annual events, including: Grand Old 4<sup>th</sup> of July, Economic forecast luncheon, Island Honors Banquet
- Monthly events include: Public After-hours social event, membership breakfast
- Work events and manage additional staffing for events

### **Financials & Planning**

- Development, monitoring and implementation of annual budget
- Oversee monthly budget reporting
- Develop and grow sponsorship revenue and other sources of income for the Chamber

### **QUALIFICATIONS:**

- Three years equivalent experience in business development, business promotion, or related field
- Three years' experience managing staff
- Nonprofit management experience, Chamber of Commerce preferred
- Social media skills
- Experience planning and managing events
- Knowledge of general accounting procedures and experience managing an annual budget of at least \$200,000
- Knowledge of general office equipment and software
- Proven success at building partnerships, expanding professional networks and enthusiasm for engaging with a diversity of people
- Passion for the success of small businesses

### **WORKING CONDITIONS:**

This job will primarily be carried out in an office setting with significant computer work. Candidates should expect the Chamber's office to be the central location for the full 40-hour work week. However, until the current public health crisis due to Covid-19 is resolved, candidates should expect some work to be conducted remotely, often from a home-office setting. This role requires extensive outreach and visits with local businesses, the City of Bainbridge Island, and other professional bodies on the island, Kitsap County, and western Washington. Candidates should expect occasional work obligations in the evenings and weekends. The President & CEO reports to the Chamber's Board of Directors.

### **COMPENSATION:**

The expected salary range is \$60,000 to \$70,000 per year, commensurate with experience. Benefits include stipend for self-purchase of health insurance. Stipends for use of personal car on official Chamber business and for cell phone.

### **HOW TO APPLY:**

Please email a resume or CV and cover letter to: [chair@bainbridgechamber.com](mailto:chair@bainbridgechamber.com)  
All submissions will be reviewed. Only well qualified candidates will be contacted for interviews.

*The Bainbridge Island Chamber of Commerce is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Chamber will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*