

## **Position Profile**

### **Maine State Chamber of Commerce**

#### **President & Chief Executive Officer**

**Augusta, Maine**

##### **The Position:**

The Maine State Chamber of Commerce is seeking a self-motivated, accomplished, strategic, and visionary executive business leader as its next President & Chief Executive Officer. The CEO will work closely with an engaged Board of Directors and a dedicated staff to inspire innovation and execute the goals of the organization. The CEO will ensure that the organization continues to be well-equipped in advancing its mission of being Maine's most influential business advocate, by promoting a positive business climate in the state.

This individual is skilled at driving organizational success and empowering high performing staff in a not-for-profit setting. The Chief Executive Officer must prove to be competent in setting the cultural tone of the organization. Reporting to the board of directors, the CEO will be based at the organization's offices in Augusta, Maine and will have overall management responsibility for growing an impactful organization with an annual budget of \$2.86 million and thirteen employees.

Combining sophisticated management abilities and inspirational leadership, the CEO will advance the organization's culture, capabilities, processes, and impact. Working closely with the organization's executive team, the Maine State Chamber of Commerce CEO will work to ensure a business climate in which Maine State Chamber of Commerce members both large and small can compete successfully in local, regional, national, and international marketplaces.

This full-time permanent position is for immediate hire onsite in Augusta, Maine.

##### **About the Maine State Chamber of Commerce:**

Founded in 1889, the Maine State Chamber of Commerce is Maine's largest business association, serving as The Voice of Maine Business on behalf of thousands of employers of all sizes and sectors across the state. The Maine State Chamber focuses on three pillars - Advocacy, Access, and Awareness - to advance a positive business climate and secure a strong state economy in which Maine businesses can compete and succeed.

As the state's most influential business advocate, the Maine State Chamber of Commerce works to ensure a business climate in which Maine State Chamber members, large and small, can compete successfully in the local, regional, national, and world marketplaces. The organization promotes a positive business climate in the state of Maine, by focusing on Advocacy, Access, and Awareness. As the state's premier business advocacy organization, we work to empower the state's business community to collaboratively advance a proactive agenda for economic growth and prosperity in Maine.

Since 1889, the Maine State Chamber has been fighting to lower your cost of doing business. Through our Grassroots Action Network and relationship with local and regional chambers of commerce across the state, we work with a network of approximately 5,000 employers statewide. As Maine's Chamber, we make sure that the business environment of the state continues to thrive.

Known as The Voice of Maine Business, the Maine State Chamber is a not-for-profit organization supported through membership dues and contributions and advocates daily on behalf of our members' interests before the legislature and regulatory agencies, and through conferences, seminars, and affiliated programs. Our advocacy team testifies before the Maine Legislature and the state's regulatory agencies; intervenes in adjudicatory hearings; drafts business-oriented laws and rules; meets regularly with business and state decision-makers; and keeps members informed through newsletters, emails, alerts, reports, conferences, programs, seminars, and through personal contacts.

As determined by our Board of Directors, the Maine State Chamber of Commerce focuses its legislative efforts on initiatives and policies that preserve the cost of doing business in Maine and improve the regulatory climate in which our employers operate. Our advocacy efforts focus largely on key public policy areas: Taxation and the state's budget, Health care and insurance, Human resources issues, Workers' compensation, Energy and environmental policy, Education and workforce development, Regulatory reform, Economic development and Business regulation.

#### **POSITION RESPONSIBILITIES INCLUDE:**

##### **Organizational Management & Executive Leadership**

- Provide visionary, thoughtful, empowering executive leadership that is inclusive and transparent in a manner that both drives and strengthens the organization's mission as defined by the MSCC Board of Directors.
- Oversee a staff that includes an advocacy team made up of three registered lobbyists, Membership Specialist, Sponsorship & Advertising Manager, Programs & Events Director, Executive Assistant, Chief Financial Officer, Human Resources Director, Communications Director, Media Relations Specialist, and Multicultural Markets and Strategies Director.
- Present proposals and strategic opportunities for organizational impact, and gain Board approval as needed to carry out the work supporting the mission of the organization.
- Other important interactions include: executives and employees of member organizations; state and national elected officials and their staffs in Maine and in Washington D.C.; state agency heads and their representatives; representatives and executives of local chambers statewide; executives at other business-focused organizations and associations; professional associations including especially the Council of State Chambers ("COSC"); labor leaders; college, technical school and university leaders; and members of the media.
- Membership and Member Relations: Establish credibility throughout the organization and with the Board as an effective developer of solutions to marketing and membership challenges. Oversee activities related to maintaining effective membership and member

relations across the state. Maintain communication with members through onsite visits, publications, and electronic and social media.

- Oversee day-to-day operations of the organization and ensure its overall long term operational success.
- Organize, inspire, and mentor internal team to strategically grow the organization's impact, programs, fundraising and effectively fulfill the organization's mission.
- Utilize innovative thinking and measurements of performance to support and analyze decision making.
- Promote a culture that encourages empowerment, innovation, teamwork and collaboration amongst departments.
- Create goals, objectives, and operational plans for the organization in partnership with the Board of Directors, staff, and other state-wide leaders.
- Contribute to the strategic plan and drive its implementation.
- Oversee and encourage staff, manage processes such as onboarding, offboarding, staff development, performance management, compensation, and benefits.
- Inspire results-driven, professional environment across the organization.

#### **Board of Directors Governance**

- The Maine State Chamber of Commerce CEO reports to the Board Chair and works closely with the Executive Officers and Board of Directors. The CEO is a member of the Executive Committee.
- Communicate effectively with Board of Directors members, nurture relationships, and support Board members.
- Provide effective and regular communication with the Board, to ensure optimal operations and make informed decisions in a well-timed manner.
- Attend all Board of Directors meetings and provide updates on special projects, partnerships, staff, events, and organizational development.
- Gracefully manage the board as needed to help build consensus, remind of outstanding deliverables, and offer support to members where needed.
- Implement board developed policies and procedures and build support for board decisions amongst staff members.
- Work closely with the board of directors and committees to ensure ongoing communication of issues, risks, and successes.
- Actively seek out new board members.
- Maintain an inclusive board of directors that is diverse and represents both large and small business members from various geographical locations across the state.
- Fill board positions when vacant.
- Provide annual orientation to new board members.

#### **Public Policy Engagement, External Communications & Leadership**

- In collaboration with the Board, Chamber staff, a team of policy consultants, and volunteers, maintain strong communication and relationship with public policy leaders for the purpose of advancing the business agenda in Maine.
- Lead and/or direct lobbying activities within the state legislative and regulatory bodies regarding issues of priority for the Chamber and state business.
- Represent the organization and serve as chief spokesperson publicly at the legislature, events, conferences, and partnership meetings
- Develop, evaluate and advise on the impact of long-range planning, introduction of new programs/strategies and regulatory actions. Plan, develop, and establish policies and objectives of the organization in accordance with Board directives.
- Present and promote the organization and its mission, programs, partners, and members in a consistently positive manner.
- Ensure high visibility to prospects and the public, and build interest in engaged philanthropy
- Manage all aspects of the organization's public relations, interact with members of the media

#### **Organizational Branding & Marketing**

- Drive development, marketing, and fundraising in collaboration with the Programs & Events Director and Sponsorship & Advertising Manager, leveraging the Board as needed
- Initiate, cultivate, and extend relationships with the organization's portfolio of individual, foundation, and corporate members, partnering organizations, and supporters.
- Ensure the organization's financial stability and sustainability by maintaining healthy cash flow and adequate reserves

#### **Financial Management and Administration**

- Provide strategic leadership and hands-on management for all of the administrative and operational functions of the organization in accordance with the mission, objectives, and policies
- Prudently direct resources and manage all financials within budget guidelines and according to current laws and regulations
- Assume responsibility for the fiscal integrity of the organization
- Monitor board-approved budget and manage daily financial operations to ensure maximum utilization of resources and optimum financial positioning for the organization
- Ensure maximum resource utilization, budget management, and maintenance of the organization in a positive financial position
- Build and administer the annual budget, with Board approval

## **PREFERRED EDUCATION & QUALIFICATIONS:**

- Five years of prior experience as a CEO, Executive Director, or in a related position at a nonprofit, foundation, government, or industry
- A well-established high profile in Maine both in the business community and in Maine politics.
- Familiarity with Maine politics, economics, and experience working with Maine legislature
- Strong business acumen and a history of providing visionary leadership at the executive level
- Proven experience executing organization growth and leading a similar or larger size successful nonprofit and/or related entity
- Proven experience working with and leading a nonprofit Board and working with diverse groups of people
- Familiarity with diverse business functions such as Marketing, Public Relations, Human Resources, etc.
- Experience and success in motivating, recruiting, developing, retaining, and mentoring high performance, mission-driven, and results-oriented teams
- Excellent written, oral, and public speaking skills; a persuasive and passionate communicator with strong interpersonal and multidisciplinary project skills
- A bachelor's or advanced degree

## **SALARY, BENEFITS & WORK ENVIRONMENT:**

### **JOB TYPE**

Full time

### **PAY**

**Salary is negotiable**

### **BENEFITS**

401(k)  
Dental insurance  
Health insurance  
Life insurance  
Vision insurance

### **SCHEDULE**

Monday thru Friday 8:30 am - 5:00 pm

## **HOW TO APPLY**

Contact Mary Warren Libby or Ed McKersie at ProSearch

**Mary Warren Libby**

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