



Job Description

Title: President/CEO

Reports To: Board of Directors

FLSA Status: Exempt

Approved By: Board of Directors

EMAIL RESUME AND APPLICATION TO president@rgvpartnership.com

Summary

Under the general direction of the Board of Directors (hereafter referenced as "Board"), the President & CEO (hereafter referenced as "President") is responsible for the management of the RGV Partnership. As President of the RGV Partnership, the President will also have the responsibilities of managing all aspects of the RGV Partnership Foundation and RGV Citizens Against Lawsuit Abuse (hereafter referenced as "The RGV Partnership"). The President creates and implements work plans to achieve the RGV Partnership's goals and objectives and manages the day-to-day operations of the office at the direction of the Board.

The President is responsible for upholding the RGV Partnership's bylaws, finances, government regulations and policies established by the Board. Effective communication is essential in promoting and maintaining a positive relationship with everyone including through Social Media. As an ambassador of the RGV Partnership, the President will conduct oneself in a responsible manner and professional demeanor that positively reflects upon the RGV Partnership.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Communication

- Provide professional leadership, and communication to staff and volunteers to assure alignment with the RGV Partnership's Mission statement, goals, policies, procedures and bylaws
- Entertain suggestions, proposals and requests from RGV Partnership members and the community and translate them into action that are consistent with the mission and policies of the RGV Partnership
- Direct staff in preparing board meeting agenda, minutes, records, financials and necessary communications
- Manage internal and external office operations, website and technology needs
- Conduct official RGV Partnership correspondence and maintain all necessary records, documentation and communications
- Issue press releases, letters to business clients and public officials
- Prepare publications of the RGV Partnership including, promotional literature, newsletters, website, social media, and media articles
- Distribute timely calendar of events and announcements to the membership

Membership Responsibilities

The President will assist the Board and staff in developing initiatives to retain and attract members by:

- Establishing annual goals to acquire new members
- Implement and execute membership retention
- Provide informational packages and updates on annual program of work to members
- Continually motivate members to be active on committees and inspire members to assume leadership roles in the organization

Financial Responsibilities

The President will coordinate with the Finance Director, CPA and Membership Director to oversee finances and fiscal reporting to consistently:

- Prepare and manage an annual budget
- Initiate and execute financial audits with the CPA and inform the Executive Board of timeline
- Ensure that all records are current with local, state and federal requirements
- Ensure that all IRS filings are prepared, submitted and received
- Maintain finances through QuickBooks
- Invoice and collect membership and event dues
- Prepare checks for authorized signatures
- Maintain balanced checkbook and savings accounts with monthly reconciliations

Marketing Responsibilities and Public Relations

- Serve as the organization's official spokesperson
- Promote the RGV Partnership brand through local, regional, state, and national markets
- In collaboration with the Board, develop and coordinate an economic strategic plan that focuses on strengthening existing local businesses in all sectors
- Develop and maintain beneficial relationships with other local non-profit organizations, Chambers of Commerce, Economic Development Corporations, Tourism Agencies, municipal government entities, media contacts and elected officials
- Participate in committee meetings to advise and assist as needed
- Performs public relations and public speaking related to the RGV Partnership's interests
- Collect, analyze and share relevant economic metrics for the Rio Grande Valley

Event and Program Responsibilities

- Prepare, plan, and attend RGV Partnership sponsored events and functions
- Engage with Board to identify fundraising initiatives (membership, events, grants etc.)

Office Responsibilities

- Meet the operational needs of the RGV Partnership by ensuring that the office is readily in good order for staff, members and the community
- Able to manage multiple projects and initiatives in an organized and timely manner
- Responsible for the recruitment, hiring, training, management, performance evaluation and termination of all paid staff, interns and consultants
- Maintain and ensure the confidentiality of sensitive materials and operations, including member and personnel records
- Maintain a functional office by providing a professional business office environment
- Stock the RGV Partnership brochure rack to ensure that RGV Partnership members' information is displayed
- Responsible for incoming and outgoing mail
- Prepare all aspects of an agenda for monthly Board meetings
- Perform other reasonable duties as requested by the Board

Supervisory Responsibilities

Supervise employees in accordance with the organization's policies and at the direction of the Board. Responsibilities include interviewing, hiring, and training employees; performance evaluation, rewarding and disciplining employees.

Education and/or Experience

Completion of a college degree program in Marketing, Advertising, Business, Communications, Political Science and/or related field of study is preferred. Five years of related experience in Business Management, Economic Development, Chamber Operations, Governmental Affairs, as well as experience with non-profits, chambers of commerce, economic development and event planning.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, financials, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to establish, manage and execute financial budgets.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Skills and Abilities

- Possess strong verbal and written communication skills
- Interact with people of diverse backgrounds and interests
- Understand the long-term implications of complex issues, good time management and interpersonal skills
- Strong collaboration skills
- Self-starter with customer service and public speaking skills
- Have a working knowledge of Microsoft Office tools (Word, Excel, and PowerPoint) and related software, as well in QuickBooks and the Internet
- Possess the ability to manage personnel, volunteers, and daily supervise staff
- Possess the ability to read, analyze and interpret state and federal legislation
- Possess the ability to effectively present information to top management, public groups and/or the Board