

## **Southeastern Chamber of Commerce Job Description**

**Job Title:** Chief of Staff

**Reports To:** CEO

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### **Summary:**

The Chief of Staff is responsible for a wide range of duties that leads to the health of the entire organization. The C.O.S. provides exceptional leadership and effective management in all areas of staffing and personnel, administration, project completion, information technology and development. The department directors generally report directly to the chief of staff.

*The Chief of Staff is a gatekeeper to the CEO and continually monitors the flow of information going in and out of the CEO's Office. With this power the Chief of Staff often decides who can meet with the CEO what they are allowed to ask or discuss and when they can have their face-to-face time.*

### **General Duties and Responsibilities include:**

- Acts as a solid steward of the chambers financial resources, and is usually given the responsibility of strategic planning and performance measurements.
- manages and monitors the flow of people and information that come into the CEO's circle.
- works with Board of Directors to move the CEO's agenda forward,
- manages and selects key Chamber staffers.
- manages and advises the CEO in a number of different areas
- oversees the finance statements and ratios, as well as keeping the organization on budget, reasonable for the analytics of their sphere of control.
- holds meetings in relations to projects, chamber progress and personnel-related issues.
- includes serving as the organization's primary negotiator, project leader and management of all special projects
- Other duties as required.

### **Qualifications:**

1. Education: Masters Degree (MA/DOC), 2 years of work experience in management  
\* Planning, project management, or MBA, 3 years work experience.
2. License: Valid drivers' license.
3. Computer Skills: Working knowledge of Windows Vista, Excel, and basic word applications

4. Language Skills: Ability to comprehend instructions; read and write reports-correspondence; ability to present information to top management, and ability to respond to general public inquiries. Must have excellent communication skills (written, oral, and verbal); Bilingual a plus, ability to manage people and problem solve; obvious professional demeanor.

**Work Schedule:** Flexible  
**SCC Meetings Attendance:** Mandatory unless notified 1 month in advance (or emergency)