



## **SAN ANTONIO HISPANIC CHAMBER OF COMMERCE GENERAL JOB DESCRIPTION**

<b><u>Department:</u></b>	Administration
<b><u>Position:</u></b>	President & Chief Executive Officer
<b><u>Classification:</u></b>	Exempt
<b><u>Reports to:</u></b>	Board of Directors

### **FUNCTIONS:**

President shall be the Chief Executive Officer of the Hispanic Chamber and shall be responsible to the Board of Directors for the competent discharge of all duties normally attached to this office. The President shall be a member of the Board of Directors, Executive Committee and an ex-officio member of all other councils and committees.

### **ROLE & RESPONSIBILITIES:**

#### **FINANCIAL AND FUNDRAISING**

- Maintain accountability for the operations, fiscal strength of the organization within the policies set by the Board of the Directors under the advisement of the finance committee, including preparation, maintenance of budgets, reporting mechanisms and accounting regarding all programs that are part of the SAHCC and the Hispanic Leadership Development Foundation.
  - Conduct the official correspondence, keeps books of accounts and maintain an accurate record of the proceedings of the board and executive committee;
  - Shall be authorized to make disbursements on accounts for expenses, provided for in the budget, without approval of the board;
  - In the fourth quarter of each year, the president shall compile a program of work and a budget of estimated revenues expenses and submit to the executive committee;
  - Create and maintain a detailed financial reporting structure that is delivered and shared with the Board monthly;
  - Ensure the completion of annual financial audits and maintain a clean opinion;
  - Lead and ensure a compliance program to ensure reporting and maintenance on non-profit, tax-exempt status.

- Strengthen the organization's financial position through fundraising, membership growth and enhanced corporate partnerships and programs.
- Strengthen fundraising efforts for the Hispanic Leadership Development Foundation through grant writing to foundations, corporations and governmental funding sources.

## **PROGRAMS AND MEMBERSHIP**

- Develop and lead the SAHCC programs and policy/advocacy agenda at the local, state and federal level.
  - Acts as chief liaison between the staff to the executive committee and board of directors in its concerted efforts to strengthen the Chamber's platform of programs aimed at small business, economic development, international trade, leadership development and education.
  - Develop and maintain the relationships and a collaboration model among local stakeholders, members, policy makers, businesses, non-profits and other areas of influence.
  - In the absence of the chair and chair-elect of the board, acts as spokesperson on behalf of the chamber.
- Have the authority to employ and terminate all employees, determine employee compensation (within the approved budget limitations) and have general supervision over all employees;
  - Manages staff through direct reports – Chief Operating Officer, Chief Financial Officer and Chief Economic Development Officer.
  - Build and direct a results-oriented team that deliver specific outcomes in all aspects of the SAHCC member services platform.
  - Motivate and provide leadership for the staff in the planning and implementation for SAHCC policies and programs.
  - Provide staff with development opportunities, as needed

## **STRATEGY AND PLANNING**

- Serves as chief advisor to the Board of Directors on implementation of programming, continually aligning with vision, mission, and goals of organization, while growing the organization's membership, resources, and scope of work.
- Oversees and coordinates program of work as outlined in Strategic Action Plan, including: membership recruitment and retention; advocacy efforts at the local, state and federal levels of government; business and leadership development efforts, and all support functions in areas of communications, special events, and finance.
- Regularly reports on issues and events, including significant items occurring within or affecting the organization.

- Anticipate the policy/political, social and economic issues that will affect the membership and business community and recommend appropriate action and/or response to government entities, the membership and the region.
- Maintain and enhance the viability of the SAHCC and its mission in San Antonio, the State, nation and its international counterparts.
- Along with Chairman of the Board, serves as lead representative of the organization and is primarily responsible in maintaining and enhancing organization's image/relationships with member organizations.

**KNOWLEDGE AND SKILL REQUIREMENTS:**

- Work requires strong professional written and verbal communication and interpersonal skills. Ability to communicate and interact with a diverse community.
- Experience in strategic planning and execution. Knowledge of contracting, negotiating, and change management. Skill in examining and re-engineering operations and procedures. Ability to develop financial plans and manage resources. Ability to analyze and interpret financial data. Knowledge of public relations principles and practices. Ability to develop and deliver presentations.
- Proven leadership and management abilities, experience working with boards.
- Strategic and visionary thinking about emerging trends and applicability to SAHCC agenda, mission, vision and values.
- Proven fundraiser, especially among the corporate sector.
- Track record of attracting, developing and retaining motivated professional staff.

**QUALIFICATIONS:**

**Required:** Bachelor's Degree in Management, Business, Political Science or related business fields.

**Preferred:** Master's degree and strong written and oral bilingual capacity preferred; Minimum of five years experience with corporate, business, non-profit organizations, or community relations.

To apply, please email your resume and any other items to Brandon Petrosky at [HR-noreply@sahcc.org](mailto:HR-noreply@sahcc.org)