



**Company Name:** The Northeast Tarrant Chamber of Commerce  
**Address:** 5001 Denton Highway Haltom City, Texas 76117  
**Website:** [www.netarrant.org](http://www.netarrant.org)  
**Position Title:** President and CEO  
**Supervised by:** Northeast Tarrant Chamber Chairman of the Board  
**Supervision given to:** Northeast Tarrant Chamber Staff  
**Status:** Exempt/Salaried  
**Last Updated:** January 2012

**Duties:**

The Northeast Tarrant Chamber of Commerce is seeking an energetic, visionary leader to serve as the President/CEO of our progressive 700+ member business organization. The day-to-day duties for this position include, but are not limited to:

- Responsible for the general financial affairs of the Chamber
- Manage the cash flow of the Chamber
- Approves and makes bank deposits
- Reviews and initiates disbursements for the purchase of all products and services
- Performs all functions related to the payroll of the Chamber
- Establishes and maintains banking relations
- Interfaces with external and internal auditors
- Financial reporting to the Board of Directors of the Chamber
- Responsible for managing Accounting Manager on any outsourced companies concerning payroll or taxes
- Responsible for preparation of the annual budget for the Chamber
- Attends meetings with city/county officials, sponsors, Chamber members and others as the primary representative of the Chamber
- Develop and present corporate package agreements

**Education/Expertise:**

Experience as a Chamber President or in a senior leadership position in a successful public or private community development organization.

- The candidate must have a minimum of 10 years of work experience in organization management with 5 of those years in a senior management role.
- The candidate must have earned a bachelor's degree or possess equivalent experience. Candidates with post-graduate education will be given preference.
- Candidates that have successfully graduated from or are currently participating in the *Institute for Organizational Management* program will be given preference.
- Be a skilled communicator with the "people skills" necessary to build meaningful relationships with community leaders, government officials, Board of Directors, business owners, staff and chamber members.
- Be a goal-oriented planner with the ability to think strategically, develop objectives with action steps, and implement the plan.
- Possess a track record of sustained membership growth and retention as well as building innovative non-dues revenue producing programs, projects, and events.
- Be able to develop and articulate a clear vision for the Chamber and entrepreneurship to support economic and community development.
- Possess a strategic thought process and collaborative, yet decisive, manner combined with a high degree of energy, engagement, and enthusiasm that can be communicated and instilled throughout the organization.
- Display the highest level of ethics to ensure the Chamber is effectively represented and all relationships are built on a foundation of trust and transparency.
- Be a servant leader with a willingness to pitch in and help in any capacity to ensure the success of the Chamber.
- Manage his or her schedule to attend weeknight and weekend events to represent the Chamber.
- The candidate must have experience facilitating Board meetings and other public hearings.
- The candidate must have experience managing a budget and developing, presenting and securing corporate package sponsorships and other fundraising efforts common to membership organizations.
- Serve as the primary media contact for interviews, questions and other media-related interactions

**Salary:**

Negotiable based on previous experience

**How to apply:**

Send cover letter, resume, and salary history by electronic transmission or fax to Sandra Moody, Chairman of the Board, Email: [Sandra.Moody@OmniAmerican.com](mailto:Sandra.Moody@OmniAmerican.com) or 817-514-6592.