



Job Description

Executive Director, CEO Forum

5 plus years of experience

FLSA: Exempt

Reports To: Senior Vice President, External Relations

Status: Full Time (40+ hours)

Salary Range: Base \$80,000 - \$90,000 + Commission

Location: Downtown, Columbus (in-person 5 days a week)

About the CEO Forum: The CEO Forum is peer-to-peer network of middle market companies throughout Ohio. The Forum is made up of PODs, which consists of c-suite business leaders sharing and seeking advice on challenges they are facing while also giving them the tools necessary to scale their business.

About the Role: In this role, you are the face of the CEO Forum and will manage the day-to-day operations of the program and lead all sales and growth.

Responsibilities Include:

- Manage day-to-day operations of the CEO Forum; including yearly business planning, member recruitment/sales, event management and external partnerships.
- Qualify and Engage C-suite individuals in Ohio's Middle Market to join the CEO Forum.
- Manage lead generation and sales pipelines for continued growth of the organization.
- Collaborate with SVP and external audiences to maximize sales potential.
- Manage PODs of CEO Forum executives throughout the state of Ohio in conjunction with external partners.
- Develop experiential events and identify speakers for members of the CEO Forum.
- Stay up to date on trends impacting middle market businesses to maintain relevant materials for the membership.
- Oversee expansion into new markets throughout Ohio.
- Manage email, social media and communications with CEO Forum members.
- Identify opportunities to speak at events where potential candidates are present.
- Foster relationships with members to further the CEO Forums mission and growth.
- Collaborate with the SVP on budget & expenditures.

Required Qualifications:

- Four-year degree or equivalent work experience.
- 5+ years of experience Learning Development, Performance Coaching, or professional development.
- Experience in service provider selling and high-level relationship building.
- Able to work well under pressure.
- Highly organized and capable to handling multiple projects and deadlines.
- Ability to act quickly and resolve problems.
- Effective communicator; both internally & externally.
- Knowledge of Salesforce best practices.

Work Environment:

- Majority of duties will be performed in and from the Chamber's office during regular business hours.
- Travel up to 40% of the time. Some overnight may be required.

Benefits:

- Salary Range: Generous Base + Commission
- Insurance & Benefits: Chamber pays 100% of employee's health insurance premium (family available), Dental, vision and Rx coverage available; Life Insurance and Short-term disability insurance offered; Parking paid; and cell phone reimbursement.
- PTO: 3 weeks of paid vacation, sick time, paid holidays
- Retirement: Matching 401(K) (4%), PLUS an employer-paid Pension Plan (8%)
- Student Loan Repayment: reimburses employees for their student loans: \$200 a month in the first year of employment, \$300 a month in the second year of employment and \$400 a month in the third year of employment.

Please email resumes to jzink@ohiochamber.com