

**The Siouxland Chamber of Commerce
The Siouxland Initiative (TSI)
The Siouxland Chamber Foundation
President and Chief Executive Officer
Job Description**

Accountable to: Chair of the Board (Chamber, TSI, & Foundation) and the Board of Directors

FLSA Status: Salaried, Exempt

Reporting to this position are: All staff

Approved: June 2026

Position Summary

As the leading Siouxland area business advocate, the Siouxland Chamber of Commerce represents its members by promoting the economic welfare and the quality of life for the tri-state region of Iowa, Nebraska, and South Dakota. The Siouxland Initiative (TSI) represents its economic development investors by focusing on increasing and enhancing the number and quality of employment opportunities in the tri-state area. The Siouxland Chamber Foundation is primarily focused on philanthropy supporting similar or parallel objectives within this community. The President and Chief Executive Officer of the Siouxland Chamber of Commerce, The Siouxland Initiative, and the Siouxland Chamber Foundation serves as the executive leader and maintains overall managerial responsibility for the complete operation of all three of these independent, but affiliated organizations. This role reports to the Board of Directors of the Chamber, TSI, and Foundation and is accountable to the membership of the Chamber, investors in TSI, and supporters of the Foundation.

Culture of the organization must be a priority.

Essential Duties and Responsibilities

- Develops and implements the vision, mission and strategic goals of the three entities in collaboration with the Boards of Directors for The Siouxland Chamber, The Siouxland Initiative and The Chamber Foundation.
- Leads, manages, and oversees all day-to-day operations for the three organizations with personal and professional integrity at all times
- Serves as the primary communication liaison with the Board(s) of Directors and ensures the staff is working in concert with both the short and long-term objectives identified and prioritized by the three Boards of Directors.
- Directs the daily activity of the Chamber, TSI, and Foundation.
- Cultivates, nurtures, and retains functional working relationships with relevant stockholders (staff, Board(s), Investors, media).
- Maintains overall responsibility of the profit and loss statement and balance sheet.
- Help construct budgets with the Director of Finance and Treasurer.
- Develops both professional and, when appropriate, interpersonal relationships with key national site selection consultants and prioritizes initiatives to promote greater employment, expanded payrolls, and a broader tax base.
- Guides the economic development activity of TSI and leads the overall recruitment strategy for the tri-state region.
- Responsible for hiring, developing, and, when necessary, terminating personnel while assisting staff with annual goal setting / accountability and assumes responsibility for helping staff reach their full professional potential.
- Recognizes and addresses both the assets and liabilities of the community. Promotes and sells the assets, while working to limit and correct the liabilities. Serves as a consistent and energetic advocate for the Siouxland region.
- Drives positive workplace culture to maximize both contributions to the respective organizations and professional development.
- Acts, at all times, as the President & CEO of these independent entities, recognizing that the role and responsibility, as well as the community expectations associated with the position, are reflected at all times, both on and off the job.
- Accepts all other responsibilities as may be designated by the Board of Directors.
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Competency

To perform this role and responsibility successfully, an individual should demonstrate the following competencies:

- Synthesizes complex or diverse information
- Meets commitments
- Maintains confidentiality
- Listens and gets clarification
- Writes clearly and informatively
- Presents numerical data effectively
- Acts with integrity
- Demonstrates accuracy and thoroughness
- Manifests knowledge of market and competition
- Aligns work with strategic goals
- Identifies external threats and opportunities
- Demonstrates persistence and overcomes obstacles
- Manages competing demands
- Able to deal with frequent change, delays, or unexpected events
- Pursues training and development opportunities
- Leads organization in building a positive team spirit
- Works ethically and with integrity
- Upholds organization's values
- Inspires and motivates colleagues to perform well

Qualifications

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required to effectively perform the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree (B. A.) from a four-year college or university; and five (5) years related experience and/or training; or equivalent combination of education and experience.

Communication Skills

Capacity to read, analyze, and interpret complex information. Ability to effectively write reports, business correspondence, and press releases. Prepared to effectively present information and respond to questions from the Board of Directors, groups of managers, clients, investors, and media, as well as the general public.

Mathematical Skills

Facility with raw data and financial metrics including ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Capable of computing rate, ratio, and percent and to develop and interpret data, balance sheets, and profit and loss statements.

Reasoning Ability

Ability to recognize and define problems, collect data, establish facts, and draw valid conclusions.

Computer Skills

To perform this job successfully, an individual should have knowledge of relevant Microsoft platforms to include Word, PowerPoint, and Excel. An ability to rapidly research and synthesize complex information from the internet, and other sources, and provide succinct executive summaries quickly is considered a strength.

Physical Abilities / Physical Requirements

- Ability to sit for extended periods while working at a computer, attending meetings, and reviewing documents.
- Ability to communicate effectively in person, by telephone, and through virtual meeting platforms.
- Ability to read, analyze, and interpret reports, financial statements, and other business documents.
- Ability to travel locally, nationally, and internationally as required to attend meetings, conferences, customer visits, and board functions.

- Ability to occasionally stand, walk, bend, reach, and lift items weighing up to 15–25 pounds (such as files, laptops, or presentation materials).
- Ability to operate standard office equipment.
- Visual acuity sufficient to perform computer work and review detailed information.
- Ability to work extended hours when business demands require.