

## **JOB ANNOUNCEMENT**

**Job Title:** Executive Director  
Guam Women's Chamber of Commerce

**Reports to:** Chairperson of the Board of Directors

**Compensation:** Full Time; Salary Negotiable



**GUAM WOMEN'S**  
CHAMBER OF COMMERCE

### **GWCC Vision**

Guam will be an island community whose economy is driven and influenced by the equal participation of women in business.

### **GWCC Mission**

- To empower and advance women leadership
- To facilitate networking opportunities and partnerships
- To provide mentorship for business start-ups
- To enhance professional development and growth
- To influence legislative policies on issues facing women in business and the workplace
- To advocate for competitive wages and benefits for women
- To increase awareness of the importance of women on the island's economic, social and cultural platform

### **Position Overview**

The Guam Women's Chamber of Commerce is a four-year-old 501(c)(6) business league with over 200 members. The President will be the leader and face of the Chamber with overall operational and strategic responsibility for the Chamber's programs, expansion, and execution of its mission.

A skillful strategist is at the core of our desires for the leader for our Chamber. Optimizing the assets of our organization and community by developing and executing a thoughtful, effective, visionary plan is a must.

The ideal candidate must be motivated to highly engage our members and provide value, while increasing retention rates and welcoming new members in record numbers. Our expectations are that of a robust and effective communicator with a proven ability to integrate our leadership, membership, partners and community.

The optimal candidate will also be fiscally conservative in their approach to budgeting, event management and overall expenditures, with a keen eye and drive to enhance our revenue base through creative measures. They should also be accountable, have depth in creating and maintaining budgets and the controls necessary to achieve success.

## **Responsibilities**

- Assure effective and profitable operation for the Chamber through optimum use of all resources, equipment, technology, and processes in order to fulfill the goals of the organization.
- Assure the development and successful implementation of the Guam Women's Chamber of Commerce multiyear strategic plan and the corresponding annual operational and fundraising budgets as approved by the Board of Directors.
- Lead in identifying and securing revenue generation opportunities that provide benefits to the members.
- Ensure that the Chamber has a visible, consistent and positive public image through media contact, speaking engagements, and presence at appropriate public and civic functions.
- Market the organization's programs through word of mouth, marketing collateral, community outreach, advertising of services, social media. Develop engaging public announcements and other marketing material.
- Act as the primary spokesperson for the organization.
- Engage in direct member contact.
- Recruitment of new members.
- Lead in other key initiatives as needed by the organization.
- Organize and oversee special events. May require hours during nights and weekends for events or as assigned.
- Manage logistics of events – including but not limited to, recruiting volunteers, managing staff, purchasing necessary equipment, and outreach to community for participants.
- Manage Chamber's Quickbooks.
- Manage and ensure performance of all vendor contracts with Chamber, including negotiating, communicating and processing payments.
- Manage GWCC website, including processing new member accounts, posting announcements, and managing the directory and mentor pages.
- Utilize and effectively work with volunteer committees to achieve Chamber objectives.
- Monitor Chamber's expenditures and cash flow; report to Board regularly.
- Assure the Board of Directors receives relevant, timely communication to enable the Board to operate at maximum effectiveness; coordinates bi-monthly Board meetings, including development of the agenda.
- Assure effective communication with the Board of Directors, members, all outside stakeholders and any internal staff and volunteers

## **Qualifications**

Related experience working in an executive position with significant financial and strategic responsibility. Proficient knowledge of computer systems, specifically in MS Office products and Quickbooks. Outstanding public speaking and presentation skills. Outstanding time management skills. Verbal, non-verbal, listening and communication skills with volunteers, members, peers, and coworkers. Ability to plan, organize, supervise, and delegate.

Please submit letter of interest and resume/CV to [JoinGWCC@gmail.com](mailto:JoinGWCC@gmail.com).