

Vice President

Job Description

Position Overview

The Vice President of the Coral Gables Chamber of Commerce is a senior leadership role responsible for supporting the President/CEO in advancing the Chamber's mission to promote and strengthen the local business community. This individual serves as a key executive partner, overseeing the day-to-day operations of the organization, managing staff, and ensuring the financial health and sustainability of the Chamber. The Vice President also leads strategic initiatives across membership, events, marketing, and communications.

Department: Executive Leadership

Reports To: President & CEO

Employment Type: Full-Time, Exempt

Location: Coral Gables, Florida

Core Responsibilities

Daily Operations

- Oversee and manage the daily operational functions of the Chamber to ensure smooth, efficient, and effective organizational performance.
- Develop, implement, and refine operational policies, procedures, and systems that align with the Chamber's strategic goals.
- Serve as acting leader of the organization in the absence of the President/CEO.
- Coordinate cross-departmental activities and foster a collaborative, high-performing work environment.
- Monitor organizational performance metrics and prepare regular reports for executive leadership and the Board of Directors.
- Attend monthly Executive Committee and Board of Directors meetings.

Staffing & Human Resources

- Assist with recruiting, hire, onboard, supervise, and evaluate Chamber staff, interns, and contractors.
- Provide mentorship, professional development opportunities, and performance feedback to all direct reports.
- Maintain a positive and inclusive workplace culture consistent with the Chamber's values and mission.
- Manage staff scheduling, workload distribution, and capacity planning across departments.
- Ensure compliance with employment laws, HR policies, and best practices.

Financial Stability & Administration

- Assist in developing the annual budget and monitor financial performance throughout the fiscal year.
- Oversee accounts receivable and payable, ensuring accurate and timely financial reporting.
- Identify opportunities to increase non-dues revenue through sponsorships, partnerships, grants, and programs.
- Work in partnership with the President/CEO and Finance Committee to maintain fiscal responsibility and long-term financial sustainability.
- Review financial statements and provide strategic recommendations to leadership.

Membership

- Lead the Chamber's membership program, including recruitment, retention, engagement, and satisfaction strategies.
- Develop and execute membership growth campaigns targeting businesses of all sizes across Coral Gables and the surrounding region.
- Build and maintain strong relationships with existing members, serving as a primary point of contact for member inquiries and concerns.
- Track and analyze membership data to identify trends, opportunities, and areas for improvement.
- Create compelling membership value propositions and benefits packages to attract and retain a diverse membership base.
- Collaborate with the Board of Directors and ambassadors to strengthen member engagement and volunteerism.

Events

- Oversee the planning, coordination, and execution of all Chamber events, including networking functions, professional development programs, community initiatives, and signature annual events.
- Develop an annual events calendar aligned with member interests, community needs, and organizational revenue goals.
- Manage event budgets, vendor relationships, venue logistics, and post-event evaluations.
- Identify and cultivate event sponsorships to maximize revenue and community visibility.
- Ensure all events are delivered at the highest standard of quality and professionalism, reflecting the prestige of the Coral Gables brand.
- Attend Chamber events in coordination with the President/CEO

Marketing & Communications

- Direct the Chamber's marketing and communications strategy across all channels, including digital, print, social media, email, and public relations.
- Oversee the development of content that promotes Chamber programs, events, member spotlights, and community impact.

- Manage the Chamber's website, social media platforms, e-newsletters, and other digital communications tools.
- Build and maintain relationships with local media, community stakeholders, and partner organizations.
- Ensure consistent brand identity and messaging that reflects the Chamber's mission and values.
- Analyze marketing performance data and adjust strategies to increase engagement, reach, and member awareness.

Qualifications

Education & Experience

- Bachelor's degree in Business Administration, Communications, Public Relations, Nonprofit Management, or a related field preferred.
- Minimum of 5–7 years of progressive leadership experience, preferably within a Chamber of Commerce, association, nonprofit, or community organization.
- Proven track record in membership development, event management, and organizational operations.
- Experience managing budgets and contributing to financial planning and strategy.

Skills & Competencies

- Exceptional leadership, interpersonal, and communication skills — both written and verbal.
- Strong organizational and project management abilities with the capacity to manage multiple priorities simultaneously.
- Proficiency in CRM platforms, marketing tools, social media management, and Microsoft Office Suite.
- Demonstrated ability to build and sustain relationships with business leaders, elected officials, and community stakeholders.
- Strategic thinker with a results-oriented mindset and a passion for community and economic development.
- Bilingual in English and Spanish is a plus, given the diverse community served by the Coral Gables Chamber.

Compensation & Benefits

The Coral Gables Chamber of Commerce offers a competitive compensation package commensurate with experience and qualifications, including:

- Competitive salary, commensurate with experience
- Health, dental, and vision insurance
- Paid time off and holidays
- Professional development and training opportunities
- Dynamic and mission-driven work environment in the heart of Coral Gables

For more information or to submit a resume, e-mail JOBS@coralgableschamber.org

*The Coral Gables Chamber of Commerce is an Equal Opportunity Employer.
We celebrate diversity and are committed to creating an inclusive environment for all employees.*