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## Job Description

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**Job Title:** Executive Director  
**Classification:** Exempt  
**Job Reports To:** Chair of the Board of Directors  
**Job Summary**

The Executive Director of the Gulf Coast CEO Forum leads and manages the delivery of the GCCEO member experience, including speaker presentation/events, round table meetings, socials, and special events. Implements and executes The GCCEO Forum actions to increase and maintain membership as as directed by the Board of Directors.

### Major Responsibilities

1. Develop marketing, fundraising, and operational plans to the Board Chair and/or full Board of Directors. Identifies communication vehicles for each.
2. Research potential, meaningful speakers for GCCEO members and identify timing, expenses, etc., and negotiate contracts for speakers hired.
3. Manage and organize all logistics for the 11-speaker events, including meals, audio, pre-night dinner, and member and guest registrations.
4. Plan and coordinate unique events, including member socials, socials for sponsor appreciation and board appreciation, new member luncheons, and annual roundtable workshops.
5. Identify new programs or opportunities to enhance member experience and work with committee Chairs and Board to implement.
6. Build membership by adding new members; follow up with potential new members post their attendance at a GCCEO event; contact and welcome new members once they register.
7. Manage all aspects of renewing memberships, ensuring satisfaction, encouraging member engagement, and addressing any concerns or suggestions.
8. Secure annual and event sponsorships.
9. Create and distribute monthly and annual surveys; summarize responses; resolve member complaints, identify opportunities and present feedback to the Board.
10. Work with the finance vendor/committee on developing the annual budget; monitor budget throughout the year.
11. Set the agenda and plan for the (every other month) board meetings.
12. Collaborate with Administrative Director to maintain, develop, and implement administrative tools, systems, and resources.
13. Maintain documents for governing bodies, operating committees, and meetings.
14. Develop proposals, recommendations, presentations, and reports.
15. May perform other duties, as needed.

**Minimum Requirements**

1. BA/BS degree in Business or equivalent work experience.
2. Seasoned Professional with a minimum of 5 – 7 years in a leadership role.
3. 5 Years Event planning experience.
4. Supervisory experience.

**Specials Skills, Tools, Technology Requirements**

- Superior oral and written communication skills.
- Engaging personality and interpersonal skills.
- Eager to network and build new business relationships.
- Ability to identify issues/projects and initiate and carry through plans to address objectives and achieve goals.
- Demonstrates forthrightness and integrity.
- Ability to sell ideas, secure sponsorships, and membership.
- Exceptional organizational skills, including time management and priorities effectively; able to multitask and meet deadlines.
- Ability to effectively manage day-to-day workload.
- Ability to handle sensitive and confidential matters discreetly and to continuously enforce confidentiality guidelines.
- Ability to appropriately evaluate situations (i.e., a complaint) and independently make appropriate and timely decisions.
- Proven skills in reporting data, drafting reports and proposals.
- Proven track record of successful supervision of staff member (1).
- Proficient in MS Office: Word, Excel, PowerPoint, and Outlook.
- Extremely detail oriented.
- Passionate about the GCCEO Forum and its mission.

How to apply:

Excited about this opportunity? Send your resume and a compelling cover letter to Sarah Scarlett at [admin@gulfcoastceoforum.com](mailto:admin@gulfcoastceoforum.com).