

President & Chief Executive Officer (CEO)

Location: San Mateo County, CA (Hybrid/On-Site)

Compensation: \$150,000–\$175,000 base + performance incentives

Industry: Business Advocacy | Economic Development | Nonprofit Leadership

Search Managed By: Sparta Business Solutions

The Opportunity

A respected, member-driven business organization in the San Mateo County region is seeking a **dynamic, visionary President & Chief Executive Officer (CEO)** to serve as its chief staff executive and strategic leader.

This is a **high-impact leadership role** for an established organization dedicated to advancing a strong business climate, supporting economic vitality, and convening leaders across the public, private, and nonprofit sectors. The CEO will work closely with a highly engaged Board of Directors, city leadership, and regional partners to shape strategy, strengthen financial sustainability, expand member value, and serve as the organization's public ambassador.

About the Organization

The San Mateo Area Chamber of Commerce represents a diverse network of **300+ member businesses**, ranging from innovative technology firms to locally owned small businesses that form the backbone of the community. Positioned for growth, the organization plays a critical role in regional economic development, business advocacy, workforce initiatives, and civic engagement.

Strategic priorities include:

- Attracting and retaining businesses
- Activating and revitalizing business districts
- Advancing workforce development and civic engagement
- Convening stakeholders to address policy and economic challenges

Key Responsibilities

Strategic Leadership & Board Partnership

- Serve as chief staff executive, executing the mission, vision, and strategic plan
- Partner closely with the Board of Directors on governance, strategy, and organizational effectiveness
- Provide timely analysis, recommendations, and reporting to support informed decision-making
- Support board engagement, committee leadership, and succession planning

External Relations & Advocacy

- Act as the organization's **chief spokesperson and brand ambassador**
- Build strong relationships with business leaders, elected officials, civic organizations, and regional partners
- Represent business interests before public agencies and community stakeholders
- Lead advocacy and public policy initiatives aligned with Board-approved priorities

Financial Stewardship & Operations

- Drive revenue growth through diversified funding streams (membership, sponsorships, events, grants, partnerships)
- Provide fiscal leadership including budgeting, forecasting, and long-term sustainability planning
- Ensure sound internal controls, policies, and operational systems
- Lead, mentor, and manage staff, contractors, and volunteers to foster a high-performance culture

Membership Value & Engagement

- Oversee membership recruitment, retention, and engagement strategies
- Ensure programs, services, and events deliver measurable member value
- Build strong relationships with major employers, small businesses, and emerging entrepreneurs
- Position the organization as a trusted convener and thought leader

Programs, Events & Economic Impact

- Oversee signature programs, initiatives, and events
- Collaborate with economic development, workforce, and education partners
- Continuously evaluate and evolve offerings to meet changing business and community needs

Ideal Candidate Profile

Experience & Education

- Bachelor's degree preferred
- Minimum **10 years of progressive senior leadership experience**
- Prior experience in a chamber of commerce, trade association, nonprofit, economic development organization, or comparable business-focused entity strongly preferred
- Proven experience working with boards, elected officials, and diverse stakeholders

Leadership Competencies

- Strategic, visionary leader with strong execution skills
- Exceptional communicator and confident public speaker
- Politically astute, ethical, and relationship-oriented
- Demonstrated ability to build consensus and influence across sectors
- Strong business development, revenue growth, and fundraising experience

Personal Attributes

- Forward-thinking and adaptable in a changing business environment
- Results-driven, relationship-focused, and comfortable navigating complex conversations
- Collaborative, proactive, responsive, and trusted leader
- Self-aware, open to feedback, and willing to course-correct

Compensation & Benefits

- **Base salary:** \$150,000–\$175,000 (commensurate with experience)
- **Performance-based incentive compensation** tied to revenue growth
- Comprehensive benefits package including health, retirement, paid time off, and holidays

Application Process (Confidential Search)

This search is being conducted on a **confidential basis**.

Interested candidates should submit a **resume and cover letter** through **Sparta Business Solutions** by **February 20, 2026**.

All inquiries, nominations, and applications will be handled with **strict confidentiality**.