

JOB DESCRIPTION

EXECUTIVE DIRECTOR



QUALIFICATIONS:

- (1) Minimum of High School Diploma; Preferred AA Degree or higher
- (2) Three (3) years of experience in the field of office management.

KNOWLEDGE, SKILLS AND ABILITIES:

- Self-motivated
- Represent the Chamber in a positive and professional manner
- Organizational skills
- Ability to multi-task and deal with situations as they arise
- Ability to understand and follow Chamber policies
- Basic knowledge of budgeting and finances
- High level of skill in planning, organizing, and coordinating Chamber activities, and provide support to committees for said activities
- Ability to use current technology to maintain records and obtain data and information (QuickBooks, Word, Excel and Social Media).
- Knowledge of local community
- Ability to communicate orally and in writing

REPORTS TO:

Chamber Executive Board

JOB GOALS:

- Serve as Executive Director
- Coordinate the management of all business affairs of the Chamber
- Implement administrative policies of the Chamber
- Provide leadership and support to Chamber Board and Chamber members
- Market the Chamber, it's members and recruit new members
- Provide assistance to visitors about our community and produce the chamber visitor guide
- Exercise proactive leadership in promoting the vision and mission of the Chamber by being actively engaged in other community events, organizations, etc.

SUPERVISES:

- Other paid chamber staff
- Volunteers and/or Interns

PERFORMANCE RESPONSIBILITIES:

- Clerical duties as required
- Prepare agendas for Board meetings and other required events
- Prepare or assist in the preparation of all required reports and maintain all appropriate records
- Maintaining all financial records, invoicing and receiving payments
- Scheduling, organizing and managing and developing new Chamber events that create or maintain a value ad to our members
- Updating social media, including website, notifications to members, etc.
- Develop annual goals and objectives consistent with and in support of district goals and priorities
- Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action
- Perform other duties and tasks consistent with the goals and objectives of this position, or as required by the Chamber Executive Board

PROFESSIONAL GROWTH:

- Maintain a network of peer contacts through professional organizations
- Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Chamber's approved compensation plan
- Length of the work year and hours of employment shall be those established by the Board, currently 40 hours per week, two weeks paid vacation and 10 days of PTO

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Chamber Board's policy on evaluation of personnel