

**Executive Director Position**

**Position Summary:**

The Executive Director has the overall responsibility for the completion of the operation of the Chamber as it involves programs, planning and operations, working under policy guidelines of the Board of Directors and Executive Committee and acting in accordance with the policies, procedures, and bylaws of the Chamber. The Executive Director is responsible to the board for the full range of activities: coordination of the program of work; organizational structure and procedures; motivation of volunteers; income and expenditures; maintenance of membership; employment, training and supervision of staff; interpretation of policy and long-range planning.

**Responsibilities and Duties:**

1. Oversees development and implementation of a definite program of work that will channel resources of the organization toward specific objectives. Studies issues and trends to identify opportunities or problems for local businesses and recommends related action. Develops necessary community leadership and voluntary manpower to see that the program of work is accomplished. Analyzes and interprets the needs of members and recommends revisions in the program of work to improve service and assistance to make membership more valuable.
2. Provides leadership in the organization, planning and implementing strong business advocacy on those social and economic issues affecting the business community. Establishes relationships with all interested parties.
3. Demonstrates leadership in the community through involvement and participation. Constantly strives to develop a better public understanding of the purpose and functions of the organization. Assists the Board President and Board Members of the organization in representing the Chamber at appropriate local, regional, statewide, and national events.
4. Oversees and manages the fiscal resources of the organization. Prepares the annual operating budget with line-item identification of expenses and income for all activities of the Chamber and its related organizations or projects. Oversees all expenditures in accordance with budget. Ensures that financial records of the Chamber are reviewed by monthly by a third party.
5. Develops an appropriate staff, assigns functions, defines lines of authority and responsibility, and sets up an efficient system of operation. Assures staff has adequate training, supervision, and regular annual performance evaluations. Provides opportunities for staff to develop professionally. Creates working conditions that are conducive to maximum performance and employee morale.
6. Oversees membership programs to ensure necessary growth in income and services for the operation of the program. Directs all membership recruitment efforts including solicitation and orientation of new members and the maintenance of current memberships.
7. Directs all communications to the membership and public. Ensures that organizational and business concerns are communicated regularly and effectively to all parties concerned and that the organizational collateral, social media, newsletters, and electronic communication are accurate, timely and reflective of the organizational views. Provides and promotes opportunities for public forums or input.
8. Works with Board to establish and implement the corporate mission and vision. Provides leadership, training, and input to the Board. With the Board President, develops the agenda for Board and Executive Committee meetings. Advises the Board on all matters under consideration.
9. Assures the organization's compliance with applicable laws and regulations. Assures adequate records of all transactions and correspondence are maintained for review by auditors, the Board, or other officials or agencies.
10. Serves as the official administrative representative and spokesperson of the Chamber in all instances and situations when such representation is appropriate.
11. Participate and plan in all Chamber activities to promote and enhance the image and relationship of the Chamber with all groups and parties in the community.
12. Coordinate’s work of all Committees, employees, and/or Departments.
13. Other duties as assigned.

**Physical Demands:**

While performing the duties of this job, the employee is required to stand for extended periods of time, sit, walk, use hands to handle or feel, and talk or hear. Occasionally the employee is required to lift and move objects of varying weights. Climb stairs as needed. Specific vision abilities required include close vision and depth perception. This position requires the employee to travel outside of the office.

**Minimum Requirements:**

College Degree preferred or equivalent work experience or, the equivalent combination of 3 to 5 years management experience / chamber of commerce / nonprofit experience preferred. A strong commitment to quality and positive customer service is a must. Must be flexible with workdays and schedule. The incumbent must exhibit a high degree of integrity and professionalism at all times.

*This is not necessarily an exhaustive list of responsibilities, skills, duties and working conditions associated with the job. It is intended to be an accurate reflection of the current job; however, management may revise job and tasks based on business needs including emergencies, staffing needs and workload.*