

Executive Director

Supervisor's Title: Board of Directors

The Executive Director is the Chief Executive of the organization. The Executive Director is responsible for the full range of Chamber activities, including the coordination of the program of work, organizational structure and procedures, motivation of volunteers, income and expenditures, maintenance of membership, employment and supervision of staff, interpretation of policy and maintenance of the facility.

Required Education Level: Bachelor's degree; degree in Marketing, Business Development or related field preferred

Recommended Experience Level: 5+ years of administration, sales, and/or marketing experience

Essential Functions

- Responsible for maintaining a program of work consistent with the Chamber mission.
- Provide the leadership and vision to establish long-term goals and needs. Assist in developing the action plans to meet these long-term goals.
- Review and evaluate Chamber needs.
- Help identify and solve community and Chamber problems.
- Maintain a high profile of recognition as representative for the Chamber of Commerce.
- Achieve goals relating to new membership in the Chamber of Commerce.
- Responsible for maintaining sales database for the Chamber of Commerce.
- Represent the Chamber of Commerce at networking events, promoting the service offerings of the Chamber.
- Responsible for promoting and selling different programs and events that the Chamber of Commerce hosts.
- Quote contractual terms with prospective clients and addresses any questions in sales process
- Responsible for checking the monthly financial statements of income and expenses.
- Responsible for maintaining maximum staff efficiency.
- Responsible for supervising the membership retention program and maintaining membership at a level which will insure necessary income for the operation of the Chamber.
- Responsible for the employment of all personnel, the assignment of their duties, the supervision of their work and the establishment, within the framework of the approved budget, the terms of their employment.
- Develop and implement on-the-job training programs for staff members that will insure the Chamber operates at peak efficiency.
- Responsible for maintaining board minutes and records.
- Insure that Chamber policy, as established by the Board, is properly recorded in minutes.
- Assist the Board, committees, members and the staff in interpretation of policy in relation to any given question or program.

- Responsible for carrying out plans and programs of the Board in accordance with established policies.
- Serve as a representative of the Board for all contacts with the Chamber staff.
- Initiate programs for consideration by the Board.
- Responsible for motivating members to support--personally and financially--Chamber programs.
- Analyze and interpret the needs of the Chamber members and recommend program revisions that will make membership more valuable.
- Entertain suggestions, proposals and requests from the members and translate them into action consistent with the fundamental objectives and policies of the Chamber.
- Represent the Chamber at meetings of local, state and national organizations. Through personal contacts with key community leaders, helps shape the community for lasting betterment.
- Strive constantly to develop a better public understanding of the purpose and functions of the Chamber of Commerce.
- Oversee preparation of all chamber publications.
- Submit for approval to the Board of Directors an annual operating budget, prior to the end of the fiscal year, including revenue sources and estimated annual expenses.

Knowledge, Skills, and Abilities

- A working knowledge of Chambers of Commerce or nonprofit organizations including the principles of volunteer management and program administration preferred.
- Ability to develop, plan, organize, direct and coordinate programs.
- Demonstrated success and knowledge of sales process as it pertains to memberships, sponsorships and events.
- Strong communication and public relations skills coupled with the ability to influence others in a positive manner.
- Ability to exercise discretion and judgment as a normal and recurring part of performing day-to-day duties.
- General knowledge of the costing of services, sponsorships and financial analysis of revenues and expenditures.
- Excellent editing and writing skills.
- Ability to establish and maintain strong working relationships with others and to present ideas effectively, verbally and in writing.
- Ability to operate a networked computer and other office equipment.
- Expertise in using Microsoft applications, including Word, Excel, Access, Publisher, Outlook, etc.
- Possession of a valid driver's license, reliable transportation and proof of insurance.

- Must abide by all policies and procedures of the Shelby County Chamber of Commerce.

Physical Demands

- Frequent standing, sitting within the work area
- Occasional lifting up to 20 pounds

Work Environment

- The work environment is that of a fast-paced office with moderate noise levels (e.g. business office with computers & printers, light traffic)
- This position requires working independently as well as part of a team
- This position requires verbal and face-to-face contact with others on a daily basis
- Frequent use of a computer is necessary
- This position requires the use of all general office equipment

The essential duties, knowledge, skills, abilities, work environment, and physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.