

# JACKSON AREA CHAMBER OF COMMERCE & CONVENTION AND VISITORS BUREAU

*Creating and Promoting New Possibilities*

## JOB DESCRIPTION

**TITLE:** Chamber Director

**VISION STATEMENT:** In order to achieve our mission, the Chamber will strive to be an efficient and effective organization offering programs and opportunities that support our membership. We will strive to be on the cutting edge of technology, communicate clearly with our members and be visibly involved with the business community in the Jackson area.

**ACCOUNTABLE TO:** Jackson Area Chamber of Commerce Board of Directors

**POSITION PURPOSE:** This position exists to provide overall leadership for the Jackson Area Chamber of Commerce (Hereinafter known as "Chamber") and Convention and Visitors Bureau to achieve the mission and goals of all aspects of the organization.

### **KNOWLEDGE AND EXPERIENCE:**

- Event planning experience; a background in community festivals a plus.
- Exceptional organizational skills and ability to coordinate/execute multiple projects simultaneously.
- Sales experience and drive necessary
- Ability to prepare an annual budget and maintain finances and records.
- General knowledge of office management, business related computer skills, and Social media. (Ex: Quickbooks, Microsoft Office programs, Facebook)
- Strong interpersonal skills with leadership ability.
- Effective written and oral communication skills.
- Demonstrate a sense of vision for the mission of the Chamber
- Bachelors Degree in Business Management, Marketing or related experience

### **PRIMARY RESPONSIBILITY:**

The Chamber Director must be able to work independently of direct supervision while executing the policies and procedures of the Chamber and CVB.

### **AREAS OF ACCOUNTABILITY :**

#### **I. Fiscal Responsibilities:**

- Maintain accurate financial and membership records.
- Assist in the preparation of the annual budget and report.
- Adhere to the Board approved budget and obtain Board approval on deviations or overruns from the budget.
- Work to collect dues in a timely manner.

#### **II. Action Plan:**

- Develop a yearly action plan with the Chamber Board that adheres to the existing policies and procedures of the organization and implement both short and long-term goals of the Chamber of Commerce.

#### **III. Community Development, Public Relations and Government Affairs:**

- Maintain communications with community leaders, city officials and community organizations to assist in promoting the betterment of life in Jackson.
- Represent the Chamber at appropriate committee meetings, as directed by the Chamber Board, to enhance the Chamber goals and mission.

- Represent the Chamber at community and business functions.

**IV. Marketing and Tourism:**

- Direct all aspects of marketing to build awareness of and support for the Chamber.
- Serve as Treasurer/Marketing Coordinator for Fort Belmont/JCT and the Jackson Lodging Association, handling correspondence, meeting minutes and communications as necessary.
- Network with the Minnesota Chamber of Commerce Executives, Southwest Minnesota Chamber of Commerce Executives, Southern Minnesota Tourism Association, Explore Southwest Minnesota Travel, Explore Minnesota and other professional entities.
- Update tourism information for area or state as necessary and answer requests for information in a timely manner, and maintain a master calendar of events of the Chamber and community.

**V. Membership Development:**

- Direct membership efforts including recruitment of new members and retention of current members.
- Communicate the value of member investment to the community.
- Welcome new businesses to the community in an appropriate time frame.

**VI. Chamber Structure and Personnel:**

- Supervise any office staff that will effectively accomplish the Chamber's mission within the allowable budgeted guidelines.
- Coordinate, plan and execute, with the help of event planning committees, Holiday Fest, Farm and Home Show, Town and Country Days, Franks-A-Lot night, the Chamber Golf Event, Annual Banquet, and any other additional events/programs the Chamber Board may add.
- Coordinate, plan and execute all other projects according to the Chamber Scope of Work spreadsheet and task list. Including, but not limited to: Perks Cards, website Banner ads, MN Manufacturing week, Ribbon cuttings, Business After 5 Events, educational events, etc.
- Serve as a communicator of committee developments between the committees and the Board.
- Record minutes from meetings, develop and distribute the agenda before all meetings, and maintain prior years' documentation. (Chamber, Events Committee, Fort Belmont and Lodging Association)

**VII. Communications:**

- Communicate with membership, on a regular basis.
- Report to the Chamber Board any findings or suggestions received from business owners/operators or membership.
- Inform the Chamber Board and/or membership of community events, activities and potential opportunities of which the office has knowledge.
- Prepare the Monday memo, membership directory, maps, brochures and other publications.
- Maintain a regular schedule of visitations to new and existing chamber members and Jackson businesses.

**VIII. Facilities:**

- Responsible for the daily operation of the Chamber office, maintenance of office equipment and the upkeep of office facility.

**\*\*Other duties may be required and/or assigned by the Chamber of Commerce Board of Directors.\*\***

**TO APPLY:** Cover letter and resume should be sent to the Jackson Area Chamber of Commerce office at: 114 2<sup>nd</sup> St., Jackson, MN 56143, or via email: [chamber@jacksonmn.com](mailto:chamber@jacksonmn.com) Application deadline is Tuesday, Sept. 24<sup>th</sup>.