

# NORTHFIELD AREA CHAMBER OF COMMERCE & TOURISM

## JOB DESCRIPTION

### PRESIDENT

**Position:** President

**Principle Accountabilities of Position:** Serve as the chief executive of the Northfield Area Chamber of Commerce and the Convention and Visitors Bureau.

**Responsibilities:** The President is responsible for the implementation of all policies that are set forward by the Board of Directors and management of those related activities.

#### Essential Functions:

##### **I. Membership Development**

- A. Responsible for overall growth objectives set forth by the Chamber Board of Directors.
- B. Ensure strong member retention through program involvement.
- C. Continually recruit new members to join and get involved in the Chamber.

##### **II. Business Advocacy**

- A. Communicate positions taken by the Chamber to media and government officials.
- B. Identify key issues raised by members or other organizations that may affect business.
- C. Inform members about key issues and solicit input from membership on key issues.

##### **III. Community Relations**

- A. Continually strive to develop a better public understanding of the Chamber and its purpose.
- B. Stay connected with other organizations that have common goals for the community.
- C. Serve as a liaison to community groups when appropriate as deemed by the Board.
- D. Serve as member of the City of Northfield Economic Development Authority.
- E. Maintain close collaboration with the Northfield Downtown Development Corporation (NDDC) and the Northfield Enterprise Center (NEC).

##### **IV. Organizational Management**

- A. Update and maintain operational documents, such as bylaws, personnel policies, etc.
- B. Serve as a communication link that cohesively bonds all Chamber committees and programs.
- C. Serve as ex-officio member of the Chamber and Convention and Visitors Bureau (CVB) Board of Directors.

- D. Oversee office management, including equipment supplies and staff scheduling.
- E. Coordinate staff management, review and development.
- F. Hire and train appropriate staff to accomplish Chamber and CVB plans of work.
- G. Motivate members to get involved and take on leadership positions within the Chamber

**V. Financial Management**

- A. Develop draft budgets for Chamber and CVB with Finance Committee for Board review and approval.
- B. Review financial statements with Board regularly, including comparison to budget and prior year.
- C. Ensure sound financial management practices.
- D. Work with Finance Committee to conduct annual audits for the CVB and for the Chamber as requested by the board.

**Position Qualifications:**

**Education/Certification:** Four-year degree required, with bachelor's degree in sales, marketing, public relations, business or related field preferred.

**Experience:** Successful experience as the leader of a non-profit preferred. Must have experience and demonstrated ability in program development, assessment, and strategic planning. Needs demonstrated experience in developing and managing budgets.

**Qualifications:** Excellent team leadership, written and verbal communication skills. Needs effective leadership abilities. Must possess knowledge of current trends in business and chamber related issues. Demonstrated supervisory and management skills. Effective business leadership, planning and facilitation skills required. Needs knowledge of technology solutions to apply to program use.

**Ethics:** The President has almost daily access to privileged information relative to potential new industries, commercial enterprises, individuals seeking new locations, etc., therefore, it is imperative that the highest degree of personal and professional ethics be observed at all times – both to protect the confidentiality of sensitive transactions and to avoid a conflict of interest.

**Terms of Employment:** Exempt salaried position. Hours and days of service are established by the Northfield Area Chamber Board and are subject to change according to the Chamber's needs.

**Evaluation:** The performance improvement process will be implemented with the direct supervisor.

**Direct Supervisor:** Chair and 1<sup>st</sup> Vice Chair of the Chamber Board of Directors.

**Indirect Supervisor:** Northfield Area Chamber Board of Directors.