



## **Position: Executive Director**

The Executive Director is the key management leader of the Cedarburg Chamber of Commerce. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. The Executive Director promotes economic health in the Cedarburg Business community, in alignment with the mission statement. Other key duties include membership cultivation, fundraising, marketing, and community outreach. The position reports directly to the Chamber Board of Directors.

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### **General Responsibilities:**

**Board Governance:** Works with the Board to fulfill the organization mission.

- Responsible for leading the Chamber in a manner that supports and guides the organization's mission, as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely manner and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

**Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of the Chamber, including submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fundraising and developing other non-dues resources necessary to support the Chamber's mission.
- Responsible for the management of accounts payable, accounts receivable, and payroll for the Chamber and Visitor Center operations
- Responsible for working in partnership with the Chamber accountant to ensure timely preparation of sales and use tax, payroll and annual tax reports.

**Organization Mission and Strategy:** Works with the Board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for the oversight of Chamber events that carry out the organization's mission.
- Responsible for strategic planning to ensure that the Chamber can successfully fulfill its mission into the future.
- Responsible for the enhancement of the Chamber's image by being active and visible in the community and working closely with other professional, civic and private organizations.

**Organizational Operations:** Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible for the effective administration of Chamber and Visitor Center operations.
- Responsible for the hiring, training and retention of competent, qualified staff.
- Responsible for reviewing all agreements and other documents made and entered on behalf of the organization to ensure cost effectiveness and inform the Board as appropriate.

**Professional Qualifications:**

- A Bachelor's degree in non-profit management, business administration or similar field and/or three or more years of non-profit senior management experience. Chamber experience a plus.
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting.
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Knowledge of fundraising strategies and sponsorship generation, unique to the nonprofit sector
- Strong written and oral communication skills / demonstrated public speaking ability
- Experience collaborating and motivating board members and other volunteers
- Demonstrated ability to oversee and collaborate with staff

**Actual Job Responsibilities:**

- Membership cultivation and retention.
- Plan and administer annual budget.
- Administer employment and administrative policies and procedures.
- Serve as the Chamber's primary spokesperson to the organization's members, the media and the public.
- Strategic Planning and Development
- Establish and maintain relationships with businesses and various organizations throughout the community, strategically enhancing the Chamber's mission.
- Supervise, collaborate with Chamber staff, members, and volunteers.
- Oversee organization Board and committee meetings.
- Develop and oversee marketing and other communication efforts.
- Other duties as assigned by the Board of Directors.
- Nights and weekends required.

**Salary commensurate with experience and other qualifications.**

**Email cover letter and resume to: [cedarburgchamberjobs@gmail.com](mailto:cedarburgchamberjobs@gmail.com).**