

## Executive Director / Coopersville Area Chamber of Commerce

### SUMMARY

Plans, organizes, directs, and controls the Coopersville Area Chamber of Commerce services; develops and promotes products for members and sponsors; and responds to the needs of its members and sponsors within available and agreed upon financial resources. Provides oversight and coordination of the Coopersville area marketing, tourism, event planning and business development while carrying out organization objectives and financial goals.

### QUALIFICATIONS

- Energetic, entrepreneurial, dynamic, accountable and measured
- Demonstrated professionalism with a strong work ethic
- Self-starter who is capable of validating past management experience
- Knowledge of business and community development best practices
- High-degree of professional acumen, including strong customer service and communicative skills
- Desire to provide quality over quantity and to convey realistic, yet progressively positive, outcomes consistent with the expectations of the Board of Directors, community stakeholders, and businesses directly supporting the program
- Commitment to improving the community by working with businesses, volunteers, and other community partners
- Flexible schedule with evening and/or weekend hours available for special events
- Valid Driver's License
- Must pass background check

### JOB DUTIES

*The duties listed below are illustrative of the types of work to be performed; other duties will be necessary and assigned.*

- Works with the Board of Directors and committees to define goals, objectives and work plans
- Oversees all programs and events of the organization
- Supervises staff and other personnel, including independent contractors and interns
- Manages the administrative aspects of the organization, which include record keeping, budget development and reconciliation, bills and purchasing, answering emails and phone calls, preparing meeting agendas and packets, managing websites and social media platforms, and producing press releases and informational flyers
- Builds strong and productive relationships with public agencies, non-profits, and other community groups
- Works with local media to promote and cover special events
- Determines and implements business trainings/seminars to members and staff
- Encourages retention and revitalization efforts for Coopersville area businesses
- Represents Coopersville at the state and national level for the Coopersville Area Chamber of Commerce
- Works with local government entities and other agencies to maximize business opportunities and tourism
- Periodic Communication via Quarterly Newsletter
- Works with local economic developers to foster business growth

## EDUCATION AND EXPERIENCE

- Bachelor's degree preferred with relevant work experience in areas of business administration, economics, planning, marketing, and/or communications
- Minimum of 3 years of experience in community, business and/or economic development strongly desired

## SKILLS AND KNOWLEDGE

- Public speaking and presentation skills
- Strategic planning
- Financial competence
- MS Office proficiency
- Grant writing/management
- Supervisory skills
- Website and social media platform management
- Project management skills from project initiation to execution and assessment
- Track record of relationship development
- Ability to work both independently and on diverse and dynamic teams

Job Type: Part-Time Approx. 25hrs/week (Flexible Schedule)

Salary: Commensurate on Experience

Required experience:

- Business Development: 3 years

Preferred education:

- Bachelor's

Job Location:

- Coopersville, MI 49404