



Executive Director Job Description

JOB SUMMARY: The Executive Director is responsible for the organization's consistent achievement of its mission and financial objectives. The Executive Director will enhance the organizations effectiveness by providing professional management support, representing the Chamber and support operations by maintaining office systems. The Executive Director reports to the President of the Board.

Specific areas of responsibility include executive leadership of the staff in the organization; develop and maintain positive member and community relations, and active participation and leadership in local, regional and state levels on advocacy activities relating to business policy, legislation, and regulation.

ESSENTIAL POSITION FUNCTIONS

1. Organizing office operations to ensure effective correspondence and information services to our members.
2. Responsible for establishing a strategic plan to grow/retain membership.
4. Keep the Board of Directors informed by reviewing and analyzing reports, summarizing and presenting information and requests monthly at the Board of Directors meetings.
5. Plan monthly Board meetings, trade shows and events with the Board members/committees by identifying, assembling and coordinating requirements, establishing contacts, develop schedules and assignments, coordinating mailing lists and setup and breakdown of events. This includes the coordination of ribbon cutting ceremonies.
6. Working with the Bookkeeper and Treasurer in maintaining financial accounts and historical financial records.
7. Ensures Chamber's compliance with Federal, State, and local regulations/requirements.
8. Market Chamber activities, programs and goals.
9. Supervise and maintain social media accounts
10. Establish networks, maintain a sound working relationship and cooperative arrangements with community groups and organizations.



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11. Provide business assistance and act as a resource for new and existing local businesses.
12. Willingness to learn new systems/software programs to support the Chamber.
13. Other duties as assigned.

Skills:

- It is required that the Executive director has excellent professional communication skill, including written and oral communications skills, strong listening skills, and the ability to make presentations to groups.
- It is required that the Executive Director has strong organizational skills, including the ability to plan, organize, and set long-term strategy with an appropriate work plan to accomplish it.
- It is required that the Executive Director be able to work collaboratively and positively with others of diverse backgrounds, opinions, and needs.
- It is required that the Executive Director be able to independently identify and resolve problems or make recommendations to the Board of Directors about resolution options.
- The Executive Director must be able to apply sound problem solving skills and make decisions that reflect the best interest of the organization.
- The Executive Director must be willing to accept responsibility for his / her decisions and the resulting consequences.
- It is required that the Executive Director be computer literate and able to use software functions such as email, word processing and spreadsheets.

MINIMUM QUALIFICATIONS

1. High School diploma required, College degree preferred.
2. Appropriate written skills, leadership skills, interpersonal skills, a high level of professionalism and sound time management skills/practices.
3. Working knowledge of Quick Books, Excel and various social media outlets.
4. Forty (40) hours per week plus attendance at Chamber sponsored events.
5. A need for flexibility of work schedule for special events and Chamber business meetings.
6. Incidental evening and weekend requirements.



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COMPENSATION AND BENEFITS

1. Salary based upon experience.
2. Five paid vacation days, three paid sick days.
3. Paid holidays as follows: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day, Day after Thanksgiving and Christmas Day.

Working Conditions: While performing the duties of this job, the Executive Director will primarily work in an office based setting with little temperature variance and minimal to moderate noise. There may be periods of high stress related to the responsibilities associated with the position.

The Executive Director position requires a high level of involvement in local activities. It is preferable that candidates live in or near the El Dorado/Butler County area. Working on-site is required. An official job offer is contingent upon board approval.

Upon applying, please include both a cover letter and a resume. Applicants will be expected to provide references upon request. Please forward applications to: reception@eldoradochamber.com by COB Friday, August 2nd, 2024.