

ALLEGAN AREA CHAMBER OF COMMERCE

JOB DESCRIPTION: EXECUTIVE DIRECTOR

Job Title: Chamber of Commerce Executive Director
Reports to: Chamber Executive Board, ultimately Chamber Board of Directors
FLSA Status: Exempt- Salaried
Salary Range: \$21,000 to \$26,000
Work Schedule: Varies; Approximately 25 Hours a Week

SUMMARY:

- Manages the operations of the Chamber office.
- Coordinates activities of the Chamber of Commerce to promote business, industrial and job development, and civic improvements in the community.
- Develops and promotes Allegan area businesses and tourist attractions by performing duties personally and through subordinate(s).

DUTIES AND RESPONSIBILITIES:

MANAGEMENT:

Ensures efficient processes and accurate, timely completion of required tasks, including but not limited to:

- Analyzes and organizes all office operations.
- Responding to requests for information.
- Report of past due accounts.
- Member and project mailings.
- Assigned projects/reports and general housekeeping.

PERSONNEL

- Directly manages administrative employees of the Chamber.
- Carries out management responsibilities in accordance with the Chamber's policies and applicable laws.
- Consults with the Executive Board regarding pertinent or overall performance issues, prior to counseling with the employee and documenting the work behavior.
- Participation in interviewing and hiring employees, appraising performance, rewarding, disciplining, addressing complaints and resolving problems. Also includes training and coaching, planning, assigning, and directing work.
- Maintaining personnel files(s).
- Directly manages volunteer staff.
- When applicable, performs management responsibilities as outlined above for employees.

FINANCIALS

- Oversee maintenance of all financial records for office operations and specific projects.
- Billing for services and memberships.
- Manages the financial operations, records, and overall condition of the Chamber.
- Prepares annual operating budget for submission to the Board no later than November 30th of the prior budgetary year.

- Operates within budgetary guidelines.
- Assists the Treasurer in generating financial reports.

BOARD OF DIRECTORS

- Operates as liaison/advisor to the Board of Directors.
- Provides the Board with specific monthly information including, progress, work schedule and project update reports.
- Provides additional reports as requested.
- Provides administrative support to the Board.

CONTRACTS

- Negotiates and achieves the objectives of Chamber service contracts.
- Operates within the guidelines and procedures of the service contracts.
- Submits responses to all reporting requirements established by each contract within the determined time frame.
- Attends meetings with contracted groups as requested.

COMMUNITY ACTIVITIES/SUPPORT

- Coordinates efforts with that of other community agencies and committees to provide public services and economic development.
- Represents the Chamber at public, school, business, and government functions.
- Maintains regular contract with media representatives.
- Provides educational information to promote support of community programs.
- Prepares promotional information to promote the Allegan area locally, statewide, and nationally including press releases, calendar of events, travel guide, services, handbook etc.
- Administers welcome/ribbon-cutting ceremonies for new area businesses.
- Offers “Welcome to Allegan” greeting for new residents.

FUNDRAISING

- Prepares statement of planned fundraising activities.
- Coordinates fundraising and special events.
- Identifies and investigates additional fundraising sources including grants.

ECONOMIC DEVELOPMENT

- Administers or assists with economic development activities of the Chamber and other community agencies.
- Develops and distributes materials for use by potential investors and visitors.
- Assists in recruiting organizations to utilize current area resources such as the fairground and industrial park.

MEMBERSHIP

- Recruits new Chamber members and actively maintains current relations.
- Formally recognizes accomplishments of members.
- Maintains informational files about each Chamber member.
- Publishes monthly Chamber newsletter and Chamber Directory.

- Develops educational, motivational, and promotional programs for members including referral services and information from other community agencies.

LEGISLATIVE

- Maintains awareness of legislative activities affecting business operations and resources for referral on specific topics.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

Education and/or Experience

One to two years related experience and/or training or equivalent combination of education and experience. Knowledge of general business concepts and current trends or legislation affecting business operations.

Language Skills

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and general public.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages. Ability to perform statistical analysis.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions
Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.