

## Executive Director

The Executive Director will be hired by the Board of Directors and will be the chief administrative and executive officer of the Chelsea Area Chamber of Commerce. The Executive Director will be a voting member of the Board of Directors and the Executive Committee, except on matters dealing with the Executive Director's employment and other personnel matters.

### Duties:

- Serve as advisor to the President, the Executive Committee and the Board of Directors on all matters
- Assemble information and data, and prepare special reports, as directed by the President, the Executive Committee and the Board of Directors
- Responsible for the preparation of an operating budget covering all activities of the Chelsea Area Chamber of Commerce, subject to approval of the Board of Directors
- Responsible for all expenditures that will be made within approved budget allocations
- Supervise and manage all employees and volunteers
- Provide/review financial data for monthly financial reports
- Develop and maintain collaborative working relationships with community stakeholders, local and regional businesses and government organizations.
- Chelsea Area Chamber of Commerce representative (but not limited to) the following:
  - Chelsea Area Festival and Events
  - Various City of Chelsea meetings, Monthly DDA meeting
  - Other meetings as required
  - Farmers Market Advisory Committee
  - Washtenaw County Convention and Visitor Bureau marketing committee
  - Big 400
- Other duties as assigned by the Board of Directors

### Position Requirements

- Minimum of 3 years working in a non profit organization or related business environment
- Minimum of 3 years reporting to a Board of Directors
- Proven experience organizing and overseeing community events and fund raisers
- Proficient knowledge of computers with excellent knowledge of Microsoft Office Products and Quick Books
- Excellent oral and written communication skills
- Excellent presentation, public speaking and interpersonal skills
- Ability to manage multiple projects/priorities simultaneously and within budget
- History of working in a collaborative environment with a volunteer base
- Bachelor's Degree or equivalent work experience in business related fields

### Physical Requirements

- Must be able to physically supervise staff and volunteers
- The Executive Director must be able to work well under stress and meet deadlines
- Must be able to lift 40 pounds of weight, and possess the body flexibility to perform the following: bending, reaching, stooping, standing, walking, driving, for extended periods of time, and must be physical able to sit and to operate a computer and/or other office equipment for extended periods of time.