

STURGIS AREA CHAMBER OF COMMERCE EXECUTIVE DIRECTOR

Reports to: Board of Directors
FLSA Status: Exempt – Salaried

Job Summary: The Executive Director is responsible for the organization's consistent achievement of the mission and financial objectives. Specific areas of responsibility include executive leadership of the staff of the organization; support of positive member relations; community connecting/liaison activities; and active participation and leadership in local, county, and, if appropriate, state and national levels on advocacy activities relating to business policy, legislation, and regulation.

Minimum Qualifications:

- College degree in a professional discipline relevant to providing executive leadership or equivalent experience.
- Five years of experience in a business-related field or other leadership position.
- Present a professional and positive image to members and the greater community.

Skills:

- Excellent professional communication, including written and oral communication skills, strong listening skills, and the ability to make presentations to groups.
- Strong organizational skills, including the ability to plan, organize, and set long-term strategy with an appropriate work plan to accomplish it.
- Work collaboratively and positively with others of diverse backgrounds, opinions, and needs.
- Apply sound problem-solving and conflict-resolution skills, ultimately resulting in positive outcomes.
- Be computer literate and able to use software functions such as email, word processing and spreadsheets.

Position Specific Job Duties and Responsibilities:

Member Relations: Keeps a finger on the pulse of the organization's members to ensure positive member relations. Ensures that services provided to members meet their needs. Works diligently to anticipate and resolve legitimate member problems or issues. Regularly arranges training and networking opportunities for member businesses, as appropriate. Works to retain members and to grow the membership base.

Provides Supervision and Leadership for Staff: Is responsible for all facets of staff management including: effectively recruiting and hiring staff; assigning work to staff members based on their skills, abilities and job responsibilities; providing regular and appropriate supervision of staff; addresses disciplinary issues and is empowered to discharge staff if necessary.

Executive Leadership: Provides leadership strategically and systemically both within the organization and outside of it through advocacy at the local, regional, and, if appropriate, state levels in matters of

importance to members and the organization. Maintains a current understanding of issues, research, trends, and best practices and integrates and interprets this information so that it is actionable with the Chamber by staff, the Board of Directors, committees and other groups within the organization. Promotes the organization as a whole, its membership and community. Provides leadership and direction in the development and accomplishment of strategic organizational goals.

Support to the Board of Directors: Provides support and leadership to the Board of Directors and any committees appointed by the Board. Keeps them informed about the organization's operational activities and issues, community connecting/liaison activities and issues, and political/legislative activities and issues, as appropriate, through reports at Board and Committee meetings. Is a partner in strategic direction and policy recommendations for Board review and action. Implements Board policy at the organizational level.

Community Connecting/Liaison Activities: Acts as the key spokesperson for the organization. Is the key liaison between its members and/or prospective new business with other community entities, such as, government, service, business and civic organizations, community collaboratives, and other relevant stakeholders.

Business Advocacy: Through active participation, seeks to provide leadership and influence policy development to ultimately affect legislative and regulatory activity related to business and economic development issues specific to our area.

Organization Management: Uses relevant data and information to monitor the programs and services of the Chamber. Ensures that the organization is operating within its budget. As part of the financial responsibility, the Executive Director is also charged with making fundraising recommendations to the Board of Directors and, upon approval, is responsible for ensuring the success and marketing of these fundraising efforts. A flexible work schedule may be needed for various events and meetings.

Essential Functions:

- Able to talk, sit, stand and drive.
- Utilize a computer (word processing, spreadsheets...) and related office equipment.
- Able to communicate effectively with others verbally and in writing.
- Able to work well under stress and meet multiple deadlines.

Work Environment: Will primarily work in an office-based setting, in a controlled environment, and with minimal to moderate noise. Light travel is required.

Disclaimer: This job description should be viewed as a guideline only. The Board reserves the right to interpret and administer the provisions of such as needed.