

**GREEN RIVER CHAMBER OF COMMERCE
POSITION DESCRIPTION**

Position:	CEO
Reports to:	Board of Directors
F.L.S.A. Status:	Exempt from overtime provisions
Salary:	\$37,000 - \$54,000 (based on experience)

Nature and Scope:

The CEO administers, plans, and coordinates all functions and operations of the Green River Chamber of Commerce. This includes ensuring the financial stability and growth of the Green River Chamber of Commerce. The CEO also oversees public relations and marketing, and is the liaison between the Board of Directors and staff.

Essential Functions/Principal Accountabilities:

The CEO:

- A. Attends all meetings of the Board of Directors of the Green River Chamber of Commerce and explains and implements Board Policy. Also represents community concerns to the Board.
- B. Assures Financial Stability by: preparing or directing the preparation of proposal and grants; assures compliance with funding requirements; assists in preparation of timely reports; researches and seeks new members and sources of revenue; reviews cash flow, payroll, and financial statements monthly; approves final payment of all bills; prepares annual budget with the assistance of the Board Members; develops and oversees all projects with Board Members.
- C. Directs all Public Relations and Marketing by: attending relevant local meetings relating to tourism and economic development, work with staff and members to promote the Chamber in our community through media and speaking engagements, work with staff to develop promotional items like newsletters and brochures, acts as a spokesperson for the Chamber.
- D. Promotes Rural and Small Urban Community Businesses by working with regional, state and national organizations. Also educates local officials and residents on Chamber functions.
- E. Conducts strategic planning with the Board of Directors and stakeholders. The CEO develops a business plan to attain strategic goals and objectives. The CEO monitors and reports progress toward goals to the Board of Directors.

Other Functions:

The CEO:

- A. Performs the duties of all staff in her/his absence.
- B. Maintains friendly, cooperative working relationships with the Board Members, the general membership, stakeholders, and the public.
- C. Travels (with mileage reimbursement) as needed and may be required to stay overnight at conferences and trainings.
- D. Identifies and performs other related duties as required.

Required Knowledge, Skills and Abilities:

The CEO must possess:

- A. Extensive decision making abilities and proven skills in implementing and monitoring programs and procedures.
- B. Ability to operate personal computer equipment and programs to include Microsoft Office, QuickBooks, and Adobe.
- C. Ability to communicate effectively both orally and in writing. Must be comfortable with public speaking and giving presentations.
- D. Ability to deal effectively and tactfully with sensitive situations that arise.
- E. A willingness to identify and perform various job-related duties as situations require and possess a strong sense of teamwork.
- F. Ability to tolerate occasional exposure to cold, heat and other outdoor related elements.
- G. Ability to lift weights of up to 40 pounds. Long periods of standing or sitting may be required.

Education and Experience:

The position of CEO requires a minimum of a Bachelor's Degree in a related field. Equivalent combinations of education and experience will be considered.

Benefits

Employment comes with other benefits and may be discussed in greater detail after the application and resume are received.

Note

The above position description is intended to be descriptive only and is not intended to contain a comprehensive listing of all duties constituting the position described.