

WOODBURY AREA Chamber OF COMMERCE



POSITION PROFILE
Executive Director

ROLE

The Executive Director reports to the Chairman of the Board and is responsible for the day-to-day management of all Chamber functions and carrying out policies and duties established by the Board through an annual program of action. The Executive Director exemplifies the mission, vision, and values of the organization by supporting its members in collaboration with community initiatives.

The Executive Director:

- (1) Has regular contact with the Board of Directors and its committees on policy and program matters and other issues as appropriate.
- (2) Works cooperatively with units of local government and other local partner agencies to achieve chamber goals.
- (3) Maintains contact with regional, state and national organizations and the general membership to the extent needed for program objectives.
- (4) Maintains appropriate relationships with other associations and vendors to enhance the image of the Chamber and the attainment of its objectives.
- (5) Consistently models professional communications among and between all members, partners, vendors and affiliates and utilizes discretion as appropriate.



RESPONSIBILITIES

In accordance with Chamber bylaws, policies, and annual performance goals established by the Board of Directors, and with appropriate delegation, the Executive Director shall be responsible for the following:

1. Organizational Leadership

- Create a high-energy environment around the organization's mission, vision, and values that motivates others to action. Inspire and encourage members to participate and take on leadership roles in the organization.
- Establish the organizational structure for the office and the related staffing structure. Recruit, hire, develop and motivate staff through direction, coaching, training, support and delegation of responsibilities. Administer an effective personnel program, which includes job descriptions, performance standards, annual performance appraisals, and salary administration. Empower staff and membership to make positive changes.
- Establish administrative policies and procedures for office functions.
- Organize and conduct an annual strategy meeting with the Board of Directors consistent with the objectives of the Chamber.
- Provide all necessary information and materials to inform the Board, elected officials, partner agencies and membership on appropriate issues and in a timely fashion. Plan and coordinate meetings of the Board of Directors and others affiliated with the Chamber. Provide written monthly reports to the Board of Directors along with recommendations as needed.
- Keep all policies and procedures (bylaws, employee handbook, etc.) updated and ensure that they are followed.



RESPONSIBILITIES

1. Organizational Leadership (Continued)

- Establish and maintain effective working relationships with the Board of Directors, employees, committees, members, governmental units, civic groups and the general public. Monitor and assist committees of the Board.
- Review and critically appraise program proposals and other complex issues with an emphasis on prioritizing. Be resourceful when carrying out initiatives and new programs.
- Committed to the vision, mission, and values of the Chamber.



RESPONSIBILITIES

2. Membership Growth and Retention

- Develop and supervise an effective program of membership development and membership services.
- Create notable programs that clearly demonstrate the benefits of chamber membership to local area businesses.
- Communicate enthusiasm and conviction regarding the organization and its benefits and help potential members see how membership will benefit them.

3. Business and Community Advocacy

- Develop and maintain an effective communications program responsive to the needs of the membership.
- Develop and conduct education programs to advance the professional, technical, and managerial skills of the membership.
- Identify critical issues that may impact the Chamber and its members and advocate for their development.

4. Collaborative Community Leadership

- Utilize and develop collaborative partnerships with local agencies as appropriate including (but not limited to) the City of Woodbury and the Woodbury Community Foundation.
- Maintain effective internal and external public relations.
- Serve as the spokesperson for the Chamber in conjunction with the Board Chair;
- Develop and maintain relationships with other local chambers for joint benefit.



RESPONSIBILITIES

5. Financial Management

- Manage the finances of the Chamber, including timely delivery of monthly financial reports to the board and the preparation of an annual budget and long- range forecasts of needs. Approve disbursements, sign checks and maintain general control of expenditures.
- Conduct an annual audit or review of organizational financials in conjunction with a CPA.
- Ensure that payables are current.



REQUIRED KNOWLEDGE, EXPERIENCE, SKILLS & ABILITIES

- College degree or equivalent experience.
- Excellent oral and written communication skills.
- Demonstrated emotional competencies in a multi-tasking environment.
- Experience in the civic sector and non-profit arena preferred.
- Possess general knowledge of business practices, operations and needs including the ability to utilize office technology.
- Good understanding of Woodbury and area communities with demonstrated visibility in the area.
- Comfortable working within Chamber Master and QuickBooks.
- Comfortable seeking feedback from others, listening objectively to constructive criticism, and strive to increase personal effectiveness.

OTHER REQUIREMENTS

- Some travel (locally and out of town) may be required.
- Flexible with schedule as chamber functions will require your presence outside of normal business hours.
- Able to assist with event set-up and take-down including the ability to lift up to 40 pounds.

