Spearfish Area Chamber of Commerce Job Description

Position: Executive Director Accountability: Board of Directors

Job Summary:

The Executive Director is the chief executive and administrative officer of the organization and reports directly to the Board of Directors and its Executive Board. The Executive Director is responsible for all administrative management functions, including but not limited to: coordination of the chamber programs; organizational structure and procedures; motivation of volunteers; income and expenditures; recruitment, visitation and retention of membership; employment, training, and supervision of staff; development, implementation and interpretation of policy; maintenance of the facility; and short-term and long-range planning. The Executive Director serves as the "face of the chamber" and will provide leadership, vision, guidance and strategic direction for the organization.

Essential Duties and Responsibilities

Management and Administration

- Provide general oversight of the organization and its day-to-day operations.
- Direct the activities on behalf of the Board of Directors to ensure implementation of programs and services for membership.
- Performs as a liaison between the Board, staff, and members to maintain and carry out the Chamber programs.
- Monitors legislation which could affect the membership and prepares statements or assists the Chair of the Board of Directors in making statements of the Chamber's position on public issues.
- Prepares the Board agenda and maintains the minutes and records.
- Motivates and inspires Chamber volunteers.
- Responsible for structure and activities of all committees.
- Ensures that Chamber policy, as established by the Board, is properly recorded in minutes and indexes in the policy manual.
- Ensures physical Chamber facility is properly maintained.
- Represents the Chamber in meetings of local, state, and national organizations.
- Leads any fundraising events to generate non-dues income to support chamber operations.
- Hires, trains, directs, evaluates and provides all administrative action of chamber staff.
- Coordinate, facilitate, and market the annual Leadership Spearfish program.
- Coordinate and execute Chamber sponsored events, keeping in mind the Chamber mission.
- Represent the Chamber as a speaker, facilitator, or observer at various meetings and events.

Membership Development

- Ensure the membership is maintained at a level necessary for adequate income for the operation of the Chamber programs.
- Ensure the chamber provides quality member benefits and services.
- Oversees the retention of existing members and recruitment of new members.
- Develops and monitors marketing strategies to promote the benefits of membership to engage new members and sustain them.
- Oversees correspondence to members and non-members.

Fiscal Management and Budgeting

- Develops, presents, and recommends a balanced Chamber budget to ensure expenditures are directly related to the program goals and also ensures that the Chamber operates in a fiscally responsible manner.
- Approves expenditures within the approved budget.
- Oversees preparation of monthly financial statements of income and expenses.
- Oversees monthly invoicing, deposits, and bank balances.
- Ensures fiscal duties are adequately segregated.
- Serve as a correspondent on Chamber bank accounts.
- Prepare/oversee RFP's for major Chamber purchases/services.

Strategic Vision and Planning

- Works with the board on developing and implementing a strategic plan.
- Performs annual review of programs and committee structures, and recommends necessary changes to the Board.
- Assists committee chairs in recruiting committee membership.
- Maintain consistency in programs run through the Chamber and monitors progress to ensure goals are being met.
- Researches community needs and anticipates community long-range problems and recommends programs to counteract those problems.
- Reviews and recommends changes to the current organizational structure to ensure that the organization is effectively geared to function with maximum efficiency in the anticipation, identification, and solution of Chamber or community problems.
- Review and maintain by-laws and organizational policies and procedures as set forth by the Chamber Board of Directors.
- Review proposals or projects that originate at Board meetings or in committees.

Knowledge and Abilities:

Knowledge of:

- The organization and operations of the Chamber of Commerce and its programs.
- Basic accounting principles.
- Budget administration.
- Microsoft Office programs including Word and Excel.
- Best practices in the use of social media.

Ability to:

- Establish and maintain effective communications and relationships with internal and external customers;
- Work together with the Board to establish a clear vision for the mission and goals of the Chamber and to clearly impart that vision to the staff and membership;
- Coach, mentor, and foster teamwork among staff;
- Motivate and inspire volunteers, members, and staff;
- Anticipate long-range community needs and develop programs based on those needs;
- Ascertain suggestions, proposals, and requests from the members and translate them into action consistent with the fundamental objectives and policies of the Chamber;
- Create working conditions that are conducive to maximum performance and employee morale;

- Develop a better public understanding of the purpose and functions of the organization;
- Plan, direct, and supervise the work of others.
- Write and distribute news articles, press releases, professional letters and other documents as necessary.
- Pay close attention to detail ad coordinate various activities/project simultaneously.

Physical Requirements: (If necessary)
Ability to bend and lift approximately 20 lbs.

Qualifications and Requirements:
- Bachelor's Degree in Business Administration, Marketing, Public Relations or a related degree.
- Experience in staff leadership and development.
- Ability to multitask in a dynamic organization.
- Excellent verbal, written and presentation skills.
- Experience in non-profit organizational leadership.
- IOM or CCE certification a plus but not required.

Accountability
The Executive Director will be directly accountable to the Board of Directors of the Chamber for the continuing completion of the Chamber's program of work/business plan and for the operating efficiency of the Chamber organization. Any action that might be deemed to be of a sensitive nature should be addressed with either a member of the Executive Committee or be cleared through the entire Board, including but not necessarily limited to complaints, issues and news releases. The Executive Director will meet regularly with Executive Committee to maintain coordination of all Chamber activities and events.

Disclaimer: This job description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, effort, or working conditions associated with the job. They are intended to be reflections of the principal job elements for this position.

This position will remain open until filled.

To apply, please email resume and cover letter to hiring@spearfishchamber.org.