

Description

POSITION:

EXECUTIVE DIRECTOR West Linn Chamber of Commerce

GENERAL DESCRIPTION:

The Chamber Executive Director directs the many activities of the Chamber of Commerce, working under board policy guidelines of the Board of Directors and Executive Committee. He or she coordinates/delegates the activities of many committees and task forces and supervises the work of the staff of these various entities in the pursuit of the Chamber's objectives. As the chief staff officer, he or she may be called upon to represent the Chamber Board of Directors and Officers in contact with the membership, with outside individuals, public agencies and officials, various organizations and groups, and with the general public, all requiring judgment and tact to foster good community/chamber relations. The Chief Executive Officer reports to the Board of Directors.

RESPONSIBILITIES:

Responsible for assuring that a membership recruitment and retention plan is in place. This may be accomplished by directing and participating in a sales program and working with the appropriate people to ensure adequate membership services.

Acquaints himself or herself with as many members as possible, familiarity with their business goals and problems, for the purpose of maintaining good membership relations, stimulating communications within the business community, identifying common goals and problems to which the Chamber should address itself, and identifying people who may contribute time and resources to Chamber programs.

Maintains current statistics and familiarity of the economy of the area, both inside and outside the Chamber membership.

Cultivates good relationships with city, county, state and federal governments and their elected officials and staff.

Maintains a high level of communication among the Chamber officers, directors, staff, committees, and members as well as between the Chamber and the general public.

Coordinates the activities of the Chamber committees, with the Board of Directors and Executive Committee, and provides necessary personal and staff assistance.

Reports to the Executive Committee and Board of Directors, on a monthly basis, the current status of the membership and finances.

Informs the Executive Committee and Board of Directors of various problem areas and activities throughout the community that may affect the business sector.

Other duties as may be required.

Send resumes to the West Linn Chamber of Commerce at president@westlinnchamber.com. Questions? Please submit questions about the position to president@westlinnchamber.com

The Executive Director is primarily responsible for the management of the Chamber's growing membership based non-profit organization. These duties include focused growth of membership inclusive of the support and representation of its current membership that is comprised of varying business organization. Candidates must exhibit strong organizational, management, financial, interpersonal and written/verbal communication skills. This position requires delegation/management, event planning, and interaction with government officials, business owners, community leaders, and Chamber members.

Essential Duties & Responsibilities:

- Provide strategic vision and leadership consistent with the WL Chamber's vision and mission, to ensure the organizations operation, strategies, and resources are effectively implemented across all segments of the Chamber
- Work collaboratively with the Board of Directors and following directives as instructed by the Board of Directors.
- Full fiscal responsibility of all Chamber income, expense, and various special funding programs Prepare, monitor, and report annual budget, to include balancing ongoing events within a Board approved budget and submit monthly Budget report to Board for Board evaluation and approval Oversight of short and long range strategic plans
- Collaborate with local government as it relates to the Chamber's mission and the interests and needs of its membership to cultivate good relationships with city, county, state and federal governments and their elected officials and staff
- Collaborate with other local/community organizations on programs and events where applicable
- Heavy collaboration with members and volunteers of the Chamber Attend board and committee meetings as scheduled
- Report financial metrics and statistics in relation to goals and milestones.
- Establish and maintain a high level of communication and working relationships with Chamber members and prospective members in order to add value to memberships by uncovering and meeting needs.
- Serve as an advocate on behalf of our membership in strategic areas identified by members of the Chamber and the Board Plan, execute and solicit an effective premier member sponsorship program Record data on the overall operation, events, membership, special functions etc., and report regularly to the Board of Directors and sub-committees
- Coordinate and facilitate events including annual events, morning networking, new business ribbon cuttings, business afterhours, and other Chamber events as required.
- Monitoring and timely responses to phone calls, emails, and social media platforms. Format content and scheduled delivery of Newsletter for every Thursday.
- Monitor and manage the Chamber website with updates to calendar of events and onboarding new members.

Supervisory Responsibility: Managerial oversight of Chamber volunteers, and general office operations Provide in-office leadership including but not limited to: communicating goals, and progress, delivering performance reviews and coaching, recruiting/onboarding/training Maintain open, timely, and professional communication with staff, board of directors, current members, and prospective members Assist with recruiting, onboarding and orientating new board members

Experience:

- Time Management: 2 years (Preferred)

- Marketing: 1 year (Preferred)
- Public Speaking: 1 year (Preferred)
- Nonprofit and/or Chamber: 2 years (Required)
- Familiar with Wordpress and Wild Apricot preferred

Education:

- Bachelor's (Preferred)

Experience & Education: Bachelor's degree or equivalent based on work experience. Strong oral and written communication skills Strong public speaking skills Ability to successfully meet goals and deadlines in a fast-paced environment Highly organized and detail-oriented Strong time management skills, ability to multi-task Understanding of Budget formulation and administration Social Media and Marketing experience preferred

Job Type: Part-time Contract

Salary: \$20,000.00 to \$25,000.00 /year