



	<b>POSITION DESCRIPTION</b>	
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Position Title: **Executive Director**

Employment Status:  Exempt     Non-Exempt                      Hours per Week:    25

Immediate Supervisor: President, Board of Trustees

Supervision Exercised: Administrative Assistant

Minimum Requirements: BA/BS Degree in Business, Marketing, Finance, Human Resources, Public Administration, or related field preferred but not required. Five (5) years increasingly responsible experience in membership association management, public initiative advocacy, and/or public/nonprofit business administration.

Broad knowledge of membership constituencies, public relations/marketing methods, and general business practices with polished ability to communicate and interact with business professionals and volunteers.

Excellent writing skills and working familiarity with Microsoft and Adobe applications necessary, with additional graphic design talents preferred.

## **POSITION DUTIES & RESPONSIBILITIES**

### **A. Duties to the Board of Trustees:**

- In concert with the President, enable the Board of Directors to fulfill their governance functions, and facilitate the optimum interaction management of the organization.
- Report on the stewardship of organizational business and ensure Directors are kept fully informed on the financial condition of the Chamber.
- Assist in the development of goals, objectives, policies, and procedures consistent with the mission of the Chamber and objectives of the Board of Directors.
- Develop agendas for meetings, to assist board membership in the effective accomplishment of its responsibilities.
- Ensure all policies, standards, procedures, and practices are fully implemented as directed by the Board of Directors.
- Work in close cooperation with Directors necessary to enhance business development, fundraising and public relations activities.
- Safeguard confidential and sensitive information of Directors and Members.
- Serve as the chief spokesperson for the Chamber by direction and/or in absence of the President, Board of Directors, and promote the organization to its various markets.
- Meet regularly with executive leadership and committee chairs.

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**B. Strategic, Fiduciary and Business Management:**

- Recommend tactics, strategic goals, and contingency plans to successfully compete and secure competitive advantages to enhance economic potential or identify strategic liabilities.
- Participate in industry-wide developments and community related business, planning, and other strategic initiatives and organizations.
- Demonstrate initiative; act promptly and independently; introduce new ideas and suggestions that enhance quality and continuity of services.
- Manage that the flow of funds that permits the Chamber to make steady progress towards the achievement of its mission, and ensure funds are allocated properly to reflect present needs and future potential.
- Plan and direct the centralized financial functions of the Chamber, including budgeting, accounting, payroll, accounts payable/receivable, purchasing, credit and collections, taxation, and regulatory compliance.
- Prepare and present Chamber financial funding models, instruments, appropriations, and expenditures necessary to achieve annual and long-term goals and objectives.
- Identify, develop, and implement organizational advantages into tangible, differentiated programs, competitive membership advantages, and financial results.
- Remain current on changes/trends in business development, marketing management, technical knowledge, strategic issues, and other influencing “best practices”.
- Assist in the negotiation and coordination of contract standards in terms of operational performance, inventory control, purchasing and procurement and other agreement criteria and requirements administration.
- Research and recommend hardware/software computing requirements and develop implementation costs and operational specifications.
- Coordinate hardware and software configuration, selection, installation, e-commerce planning and maintenance.

**C. Summary of Daily Activities:**

- Administer SCCRCC application program (marketing, processing, notification, etc.),
- Maintain membership data base documentation, including directories, dues, etc.)
- Administer online presence (website updates, marketing e-blasts, Chamber news, etc.).
- Prepare meeting agendas, notices, and online conferencing.
- Collect, prepare, and distribute Board information package including agenda, minutes, notices, correspondence, and other information as directed.
- Draft, revise, prepare for signature, distribute, and mail Chamber correspondence.
- Manage policy, bylaws, minutes. and other organizational document archives.
- Conduct business reception/inquiries (telephone, email, correspondence, walk-in, etc.)

# EXECUTIVE DIRECTOR

## Position Description

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### C. Summary of Daily Duties and Responsibilities:

- Manage Forms Library (draft, edit, revise, deliver forms in hard and/or e-copy format)
- Manage and maintain Chamber office organization and upkeep.
- Plan, direct and coordinate events, notices, and meetings (annual, recurring, and special).
- Draft newsletter, event announcements, marketing literature, etc.
- Record all financial transactions (A/P, A/R, deposits, tax payments, etc.)
- Reconcile financial and banking transactions in concert with Treasurer and President.
- Operate computer and peripheral equipment (printers, copiers, scanners, telephone, conferencing camera/microphone, and other electronic devices)
- Perform other duties as requested by the Board of Directors or other appropriate authority consistent with the mission and goals of the Chamber.