

Salem Area Chamber of Commerce Executive Director-Job Description

The Salem Area Chamber of Commerce's Mission: To serve as the catalyst that creates the best possible environment for business

The Salem Area Chamber of Commerce's Purpose: Organized to foster, promote, and develop the advancement of the commercial, financial, industrial, professional, and civic interests of Salem and the greater Salem area

The Salem Area Chamber of Commerce's Value Proposition: Setting the "PACE" for the organization as it "Promotes...Advocates...Connects...Educates" for its membership

Executive Director Reports to: Board of Directors

Summary: The Executive Director is the delegated representative of the Board of Directors and is responsible for managing the day to day operations of the Chamber of Commerce and implementing approved policies and procedures.

Scope: This position is responsible to the Board of Directors for the full range of responsibilities: coordination of the objectives, organizational structure and procedures; motivation of volunteers and staff; income and expenditures; maintenance of membership; employment; training and supervision of staff; interpretation of policy; maintenance of office space and long-range strategic planning.

Duties:

1. The Executive Director is the Chamber's professional consultant to the Board of Directors. As such he/she:
 - Is directly responsible to the Board.
 - Initiates the development of policies for Board approval.
 - Provides the Board with adequate information to help them reach sound decisions and establish policies.
 - Supervises the implementation of all Board policies.
 - Works with the Board to prepare a long-range strategic plan for the organization.
 - Develops the agenda for the regular Board and Executive Committee meetings.
 - Attends and participates in all Board meetings and all committee meetings.
 - Reports regularly to the Board about progress toward Chamber objectives, committee initiatives, financial status, (in addition to Treasurer's report), and other operational issues of concern to the Board.

2. The Executive Director is responsible for all administrative functions of the Chamber of Commerce
 - Conducts all official correspondence; (though may often prepare letters for signature by officers and committee chairs).
 - Maintains records of the proceedings of the Chamber and the Board of Directors

- Prepares and updates policies and procedures manual for staff usage; (approved by Board)
 - Develops short-range goals for the organization to work towards long-range plan set by the Board.
 - Coordinates or oversees all coordination of Chamber activities and projects.
3. The Executive Director is responsible for daily management of the Chamber's staff and the building facility.
- Hires, terminates, and evaluates all staff.
 - Directs and manages the staff in their assignments and duties.
 - Serves as landlord to building maintenance within limits of lease agreements.
 - When necessary promotes available space for lease and negotiates arrangements with tenants.
4. The Executive Director is responsible for the daily financial affairs of the Chamber.
- Initiates preparation of the annual budget with the Treasurer and submits it to the Board for approval.
 - Approves expenditures within the limits of the Board-approved budget.
 - Provides information to the Board regarding purchases and expenditures.
 - Assures that all tax documents and reports are prepared and submitted on schedule.
5. The Executive Director is responsible for maintaining a positive, consistent image for the Chamber among its members and in the community.
- Directs the preparation of the routine newsletter and other reports and announcements for members.
 - Initiates and creates letter correspondence, all news releases and advertisements to assure that message is consistent with Chamber's mission and policies.
 - Manages social media and all promotional and marketing efforts.
 - Represents the Chamber as its Chief Executive Officer in all dealings with other organizations, individuals and with the public.
6. The Executive Director works on economic development activities.
- Compiles data packages on community and the area for distribution to business prospects and community newcomers.
 - Maintains active network of business and development specialists, for responding to requests for business assistance.

- Pursues cooperative relationships with County and City officials, effectively dealing with local development issues.
- Stays generally familiar with what is going on in the community and has some knowledge of all other organizations in the community including their programs and their leadership.
- Maintains contact with key community leaders in business, professional, and political fields to determine attitudes and interests.
- Keeps current on regional development trends so that local community's position may be constantly analyzed and checked against what other communities are doing.

Responsibility and Authority:

Personnel: The Executive Director is responsible for a staff of one part-time staff member.

Material or Products: Within budget allocation, the Executive Director is responsible for the purchase, storage and use of all Chamber supplies and equipment.

Money: The Executive Director is responsible for the income of the Chamber, and also the strict following of the Board approved Financial Policy.

Qualifications:

Individual must possess a College Degree in a related field or have at least five years business or not-for-profit work experience. Experience in volunteer management is highly desirable. Excellent interpersonal, negotiation, management skills, and public speaking skills are required. Proficiency in the use of Microsoft Office products including but not limited to: Word, Excel, and PowerPoint. Professional experience with social media platforms is needed. Demonstrated ability to work on multiple tasks at one time in a team-oriented environment is essential.

Salary: Commensurate with experience.