

## **Indiantown Chamber of Commerce Executive Director Job Description:**

### Job Description:

Responsible for the implementation of established policies and procedures to effectively meet the goals and objectives as described by the Board of Directors.

Responsible for making sure the Chamber is fiscally sound by adhering to the Fiscal Year budget approved by the Board of Directors and by using a variety of strategies including developing budgets per event.

### Reports to:

President of the Board

### Duties:

Responsible for keeping the Board of Directors fully informed on the conditions and operations of the Board and Chamber and on all important factors that affect each.

Attends all meetings of the Board of Directors, prepares agenda and all reports, gives presentations, records minutes if necessary and maintains accurate and complete files of all meetings.

Executes such contracts and commitments as authorized by the Board of Directors or established policies.

Facilitates all monthly Chamber Breakfast or other meetings of the membership, annual community events, fundraisers, new member ribbon cuttings and other member related outreach. Performs all introductions and keeps meetings orderly and on time.

Attends meetings of the Chamber of Commerce, local/district and state, as the limits of the budget will allow and as approved by the Directors.

Recruits, interviews, hires, trains and promotes staff and volunteers per budget and guidelines approved by Board of Directors

Supervises, directs and helps implement all activities of the volunteers or support staff (if applicable) to see that objectives and directions of the Board, its officers, committees and members are met.

Facilitates the day-to-day administrative tasks of the Chamber's office including maintaining standard business hours and staffing for phone and email correspondence.

Ensures that all funds, physical assets and other Chamber properties are appropriately safeguarded and administered. Works with the Board Treasurer and/or bookkeeper to maintain proper balances in all accounts. Responsible for working within the approved fiscal year budget approved by the Board of Directors.

Responsible for creating, reporting and maintaining program budgets per event to Treasurer and Board of Directors.

Works with the Treasurer and contracted Bookkeeper to implement bookkeeping and accounting procedures, and budget consistent with good accounting practice as approved by the Board.

Participates in community organizations and becomes acquainted with local village officials and leaders to maintain a positive and favorable Chamber.

Oversees and assists committee chairpersons on fundraising projects and events, expos, festivals, etc. as directed by the Board.

Oversees the production of an email newsletter, a monthly or quarterly communication with the members and the community at large.

Responsible to produce all promotional/Chamber membership materials, e-mail marketing, and any other general marketing materials for the organization or for events as determined by the Chamber Board of Directors and Marketing Committee.

Manages and updates Chamber Web site, Facebook page and other social media channels related to publicity and advertising.

Maintains communication and good relationships with local media contacts in print, web, radio and TV.

Actively recruits and develops initiatives to bring in a new and diverse member-base. Works with the Board to establish a membership retention program. Will ultimately be responsible for implementation. Reports membership trends, include current members, new members and past due / delinquent members to the Board monthly.

Responsible for creating and implementing additional programs and applying for community grants to diversify funding sources and generate new income opportunities for the Chamber.

**Preferences:**

- A bachelor's degree from an accredited college or university or comparable training/ experience in field.
- Five years of progressive experience in event planning and business/resource development fields required.
- Excellent oral/written communications skills required.
- Must be able to interact with local and state elected officials on business related issues.
- Must have experience with Word, Excel, PowerPoint and Outlook.
- Must be able to drive, lift 50 pounds and work outside during special events.

**Salary:** Independent Contract Basis  
Set by the Board of Directors  
Proposed base salary: \$42,000

**Plus Bonuses:**

- A percentage of the net income from the Rodeo
- Bonus for retention rate of membership
- Bonus for new members

**Application Deadline: November 1, 2019**

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