



Executive Director

Alle Kiski Strong Chamber of Commerce-Greater Pittsburgh Area

Job Description

Nestled within the river valleys and hillsides along the Allegheny and Kiskiminetas Rivers, northeast of Pittsburgh, the Alle-Kiski Strong Chamber is the cutting edge voice for the Alle-Kiski business community and is dedicated to the improvement and growth of our region. The Alle-Kiski Strong Chamber provides our members and the communities we serve with an environment where businesses can start, grow, and expand, while being a strong voice that fulfills our legislative, workforce, educational and social responsibilities. Alle Kiski Strong Chamber is the result of the merger of three local Chambers of Commerce. It is our goal to increase our membership and expand our geographic footprint in the Alle-Kiski Valley. In 2014, we hosted seven networking events, seven legislative events, and 3 marquee events. We also hosted several members-only workshops. Currently, the Alle Kiski Strong Chamber of Commerce serves 750+ members, 70 municipalities and represents a population of approximately 200,000 people.

The Alle Kiski Strong Chamber of Commerce is seeking a highly motivated and hands-on Executive Director to lead its Chamber of Commerce team. This dynamic self-starter and chamber leader will work closely with the chamber staff to deliver programs and services to the Chamber's members and local communities. The Alle Kiski Strong Chamber is recognized as a leader in member benefits, community economic development, government affairs, and member support.

The Executive Director of the Chamber will be responsible for membership development and growth, budget management, government affairs, staff management and daily office operations. The Executive Director will be responsible for developing operating procedures and policies to conduct the daily functions of the Chamber. The Executive Director will be responsible for working directly with the Board of Directors to carry out the mission and vision of the Chamber.

A bachelor's degree in business, management, economics, political science, communications, administration, or other related field is required with an advanced degree preferred. Successful Chamber management experience or similar position of management in membership, non-profit, business or government operations is desirable. Strong communication and presentation skills are required.

For additional information about this position, please visit the Chamber Website at www.allekiskistrong.com. Resumes should be submitted to: akstrongjobs@gmail.com.

POSITION: EXECUTIVE DIRECTOR

POSITION DESCRIPTION

To coordinate the growth and development of the Alle Kiski Strong Chamber of Commerce as well as the implementation of programs necessary to achieve the mission of the Chamber. The Executive Director is responsible for providing highly visible leadership and building upon the Chamber's strong reputation in all issues related to the regional economy and community vitality.

The Executive Director has overall responsibility for management of operations: administration; budget; finance/accounting; Chamber development and marketing programs; long-term strategic planning; oversight of all Board-directed initiatives and staff leadership. The Executive Director will work directly with the Chamber's Government Affairs Committee to coordinate the government affairs of the Chamber. He/she also provides oversight, guidance and support for any divisions under the Chamber, including oversight and operations of the Alle Kiski Strong of Commerce Foundation, Inc.

Areas of Focus

The following statements are intended to describe the general nature and level of work being performed by the individual assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified. The responsibilities may also change over time. The position description is provided for informational purposes only and does not form the basis of a contract.

Program of Work Duties

- Identify Chamber/Community needs.
- Provide guidance to the Board of Directors when determining Program of Work.
- Implement the Program of Work.
- Evaluate and recommend changes as needed.
- Establish system of measuring progress of program and goal attainment.

Business Management Duties

Operations, Staffing and Personnel

The Executive Director will be responsible for the functional structure and efficient operation of the Chamber.

- Develop operations policy which includes maximizing revenues of the Chamber associated with events, workshops, member services and government affairs.
- Manage Chamber office and all aspects of its operations and maintenance.
- Hire, train, coach and supervise staff.
- Schedule staff to maintain coverage of phones and programs/events.
- Establish a staff rotation schedule to ensure the Chamber office is open with evening hours one night per week and at minimum from 8am-5:30 pm.
- Adhere to all federal, state and local employment laws.
- Develop the highest professionalism in staff through policies, training and continuing education.

Budgeting & Financial Recordkeeping

The Executive Director will manage the Chamber finances.

- Develop an annual budget, with the board treasurer, Finance Committee, and Chamber bookkeeping staff, to be presented to the board of directors for approval during the fourth quarter of each year for the upcoming year.
- Forecast long range needs.
- Approve all payments and expenditures within the approved annual budget or with the Board's approval on expenses exceeding budget.
- Maintain membership records including dues, invoicing and membership trends.
- Maintain employee compensation and benefit plans.
- Create & work within the guidelines of the Chamber's policies and procedures manual.
- Pursue & manage the Chamber's grants and sponsorships annually.
- Manage all state and federal tax payments and filings.

Membership Growth & Development

New Member Recruitment and Outreach

The Executive Director will lead the membership efforts of the Chamber to develop programs and events to attract new members consistent with established Chamber policy.

- Establish a personal rapport with potential members through regular contact with various businesses representing a number of key industry sectors.
- Conduct or oversee a needs assessment of non-members and recommend solutions within the scope of the Chamber.
- Set goals for acquiring new members and retaining existing members.
- Conduct new member orientation programs.
- Meet and establish rapport with primary vendors to explain Chamber direction, priorities, programs, and support sponsorship growth.

Current Member Retention

- Develop programs to educate and disseminate Chamber information to new and existing members.
- Coordinate and develop an annual membership contact schedule.
- Identify areas of interest or concern/needs within the membership community and recommend possible solutions/resolutions.

Community Development/Economic Development/Workforce Development

- Work in a cooperative and professional manner with the state and local economic development agencies to encourage new commerce and growth for the Alle-Kiski Valley and surrounding area.
- Actively recruit and develop relationships with prospective businesses.
- Work with Alle-Kiski Valley communities on local business expansion whenever such opportunities arise.
- Conduct all economic development activities using discretion regarding confidential or proprietary information.
- Collaborate with chamber members and business leaders to create a solid twenty-first century workforce.

Government Affairs

- Act as an advocate for the business community that may require an official position statement from the Chamber of Commerce.
- Keep informed of projects and legislation that might impact the business community and report to the Government Affairs Committee those issues that may have short or long term implications.
- Meet and establish rapport with elected officials at the local, regional, state and federal level and coordinate the Chamber's government affairs outreach efforts with the Government Affairs Committee & the Board of Directors.

Committees and Events

- Provide leadership assistance in the coordination of committees and/or events.
- Coordinate committees and/or programs to serve member needs as they arise.
- Recruit, motivate, and provide recognition for volunteer leaders to serve on Chamber committees and the Board of Directors (new BOD members should be coordinated with the Nominating Committee).
- Foster an environment that encourages involvement by all members.

Experience, Education, Skills and Abilities

The following qualifications are guidelines. Other combinations of education and experience could provide the necessary knowledge, skills and abilities to perform this job.

- Bachelor's Degree in business, management, economics, political science, communications, public administration, or other related field. An advanced degree in one of the aforementioned specialties is preferred.
- Successful Chamber management experience or similar position of management in membership, non-profit, business or government operations is desirable.
- Experience bringing groups and individuals together around complex issues and finding and implementing solutions.
- Solid financial acumen, with experience in developing and managing budgets.
- Proven ability to attract, retain, and develop excellent staff while allowing individuals to express their creative talents as Chamber professionals.
- Understanding of government affairs, economic development, convention and visitors' industry, and community improvement.
- Experience with public relations, media relations, and public speaking.
- Capable of looking at the "big picture." absorbing information quickly, thinking broadly, analyzing thoroughly, and acting decisively.
- Superior communication and presentation skills.
- Proven ability for setting goals and objectives, planning and tracking multiple projects, interpreting data, and holding people accountable for results.
- Willing to play a highly visible role. The ideal candidate must participate broadly across the leadership structure of the community and the state.
- Leadership skills sufficient to gain the trust and confidence of Chamber stakeholders.
- A motivator who creates a sense of mission and service, who values initiative and innovation, and who fosters effective communication and collaboration among people at all levels.
- Ability to be a self-starter and create own motivation
- A proficient knowledge of computer office technology, including working familiarity with data base & Quick Books software.
- Possess professional presence and strong interpersonal skills.

NOTES:

Salary range: Salary dependent upon applicant experience.

Statement of Diversity

It is the policy of the Alle Kiski Strong Chamber of Commerce to grant equal opportunity to all qualified persons without regard to race, color, age, sex, sexual orientation, religion, national origin, handicap, disability, or veteran status. The Alle Kiski Strong Chamber of Commerce is an Equal Opportunity Employer.

Interested applicants should submit a resume and cover letter **no later than Friday, May 15, 2015** to: akstrongjobs@gmail.com.