

Greater Scott County Chamber of Commerce Job Description

Position: Executive Director

Reports To: Board of Directors

❖ General Information

The Executive Director of the Greater Scott Chamber of Commerce is responsible for a multitude of functions. The ideal candidate must be flexible, have impeccable networking skills, possess organizational skills, and be well versed in the art of public speaking and presentations. We are a growing organization experiencing a season of change, and we search for someone to help take us to the next level. This position demands a person who is self-motivated and operates with the utmost integrity. Due to the dynamic nature of this position, please understand that the “Scope of Work” lists guidelines; however, the awarded individual will be expected to create, lead, direct, organize, and execute many programs and functions that are not listed. Thank you for your time and consideration.

❖ Scope of Work

Working with the Board of Directors, develop and execute a strategic plan that builds the Chamber’s overall community influence through relationships with local businesses, local politicians, non-profit organizations, and community leaders. The strategic plan should include, but is not limited to:

- membership retention and recruitment solutions through Chamber programs and services,
- timely responsiveness to local business, industry personnel, & other community leaders as needed,
- a marketing plan to promote ROI to members,
- implementation of the Chamber’s role with the Economic Development and Re-Development Directors and Boards,
- an execution plan of any and all programs in which the Chamber is involved,, and
- support, promotion, and positive marketing for regional collaboration with surrounding Chamber’s and other influential community groups and/ or organizations.

❖ The Executive Director is responsible for the overall management of daily Chamber operations including, but not limited to, the following tasks:

- manage all Chamber expenditures, including an annual budget and monthly expenditure reports,

- advise the Board of Directors on current conditions and operations of the organization,
- plan, formulate, and recommend basic policy and programs to further the objectives of the organization,
- motivate and inspire volunteers to help execute events and directives as needed,
- produce positive growth in overall revenue, and
- produce publications and communication for the Chamber.

❖ Education

- A Bachelor's Degree in a business-related field, government-related field, or economic-related field is preferred, however not required.

❖ Work Experience

- Five or more years of experience in corporate leadership, economic development, and/or political management area preferred, however not required. Chamber experience is preferred, however not required.