

Tecumseh Area Chamber of Commerce

Executive Director Job Description

Position: Executive Director and Secretary to the Board

Reports to: Board of Directors

In liaison with: President/Executive Committee

Evaluated by: Executive Committee

Position Objective:

Responsible for the overall management of the programs, activities, volunteers, committees, and finances of the chamber. Provides leadership and strategic direction.

Authorities:

- A. Make management decisions within the framework of chamber policy.
- B. Expend funds within the approved budget.
- C. Acts as spokesperson for the chamber based on established policy.
- D. Supervises office employees.
- E. Oversees the Farmers Market located at The Market on Evans.

Duties and responsibilities:

Policy/Program Development

- A. Recommends policies and programs to the Chamber Board
- B. Assists Committee Chairpersons in committee assignments, support, and coordinating the activities of committees.
- C. Proposes an Annual Strategies and Action Plan to the Board in November.
- D. Communicates frequently with the Executive Board to discuss progress toward goals, new program activities and committee performance.
- E. Communicates frequently with Committee Chairpersons regarding progress of activities under each program group.

Financial Management

- A. Develops and presents proposed Annual Budget in November.
- B. Oversees financial management operations
- C. Expend funds in cooperation with the Treasurer, within the adopted budget.
- D. Meets with Finance Committee quarterly to review financial status.
- E. Oversees and directs membership sales effort.
- F. Recommends budget revisions to the Board of Directors.
- G. Provides appropriate financial documentation for annual audit.
- H. Invoicing, paying bills, banking, general ledger, report preparation.
- I. Track account receivables.
- J. Manage all fundraising activities.

Communications

- A. Keeps media/press informed regarding chamber programs and policy.
- B. Oversees special events: ie, Annual Meeting, Tecumseh Tributes, Christmas Parade, Annual Golf Outing and others.
- C. Maintains relationships with community leaders and community media outlets in order to foster the mission of the chamber.
- D. Responsible for minutes of Chamber Board and Executive Committee meetings to be written and submitted.
- E. Maintains communication with the chamber membership and community at large via newsletters, newspapers columns, website and WLEN "Spotlight."

Liaison with other groups

- A. Maintains communication and liaison with other Lenawee County chambers, Visit Lenawee, the Michigan and US Chamber of Commerce and all other such organizations.
- B. Serves on Boards of such local organizations as may be approved by the Board of Directors.

Other

- A. Database management-prepare and update database.
- B. Mailings-preparation, liaison with post office, filing.
- C. Receptionist-general information, telephone inquiries and office visitors, mail, some correspondence.
- D. Calendar preparation and information.
- E. General office organization.
- F. Light cleaning which may include, but is not limited to, sweeping, dusting, keeping bathroom clean and disposal of garbage.
- G. Other duties as assigned.

Leadership Competencies

Mission/Vision	Understands, acts on, and is dedicated to the chamber. Places members' needs before all other objectives.
Knowledge	Stays informed on industry and professional/functional level. Understands the complex issues facing the organization. Exhibits the appropriate level of industry, professional/functional knowledge and modifies priorities and responses as necessary.
Innovation/Creativity	Creates an atmosphere that challenges the "status quo"; receptive to change/risk. Originates and adapts new ideas to achieve objectives.
Decision Making	When possible, completes an in-depth analysis of problems, consequences and alternative solutions before making decisions. Seeks input from others. Initial actions and decisions are timely and accurate.

Leadership	Carefully evaluates and balances organization and individual objectives. Develops and achieves challenging and attainable objectives.
Communication	Creates a climate of objectivity, cooperation, collaboration, recognition, contribution and trust. Makes and keeps commitments. Listens carefully, communicates clearly and beyond a need-to-know basis. Removes obstacles and resolves conflict.
Operations	Develops/adheres to budgets and plans activities to efficiently achieve objectives. Demonstrated ability to effectively plan, prioritize and manage multiple activities. Effective steward of organizational resources.
Values	Models the values of collaboration, compassion, excellence and integrity. Builds honest, trusting and respectful relationships. Shows consistency in words and actions. Does not undermine or respond negatively to others.
Community	Participates and represents the organization in community/civic activities. Active in professional association(s).

General Information:

- Requires experience in marketing, public relations, communications or related field. At least 5 years of prior experience is preferred. Must have proven ability to solve problems. Must have excellent skills and dealing with all levels of individuals and community leader. Must have excellent writing skills.
- Must be able to understand directions, communicate and respond to inquiries; excellent interpersonal skills required.

Preferred Qualifications:

- General knowledge of the Tecumseh and Lenawee communities.
- Broad knowledge of various computer programs or the ability to quickly learn them is preferred, including but not limited to web software, Microsoft Word, Excel, Power Point and financial management software.

11/9/2020