



## JOB DESCRIPTION / AUGUST 2023

### Hartford Area Chamber of Commerce Executive Director

Discover a world of exciting possibilities as you take the reins of Executive Director at the Hartford Area Chamber of Commerce (HACC). At HACC, you'll find a dynamic environment that encourages innovation and collaboration. You'll shape the future of our community, foster valuable connections, and drive meaningful change. If you're ready to lead with a pulse on local businesses and a vision for growth, this is your chance to make an indelible mark on the area of Hartford, Vermont.

The Executive Director of the Hartford Area Chamber of Commerce (HACC) is a key representative and advocate for business owners and employers in the community. One of the most important duties is planning, organizing and promoting a range of services and events for its members. HACC holds regular social events that offer members a chance to network and share information and ideas.

Through the leadership of the Director, businesses will join together to attract visitors and customers to the Hartford area which includes; White River Junction, Quechee, West Hartford, Hartford, and Wilder.

The Director reports to the Chair and Executive Committee of HACC Board of Directors and serves as the organization's chief executive officer, with authority and responsibility for day- to-day operations.

Responsible for the administration and management of the Hartford Area Chamber of Commerce (HACC). Performance is measured based on agreed-upon success standards.

## Hartford Area Chamber of Commerce / Executive Director

### OPPORTUNITIES

Here are some opportunities that the Executive Director role at the Hartford Area Chamber of Commerce (HACC) offers:

- **Strategic Leadership:** Shape HACC's growth with innovative strategies, driving impactful change in the community.
- **Community Impact:** Connect local businesses, government agencies, and associations for positive economic change.
- **Partnership Building:** Forge lasting relationships with officials, chambers, and associations, enhancing businesses.
- **Membership Growth:** Attract and engage members, nurturing a dynamic network for local businesses.

### RESPONSIBILITIES

These opportunities provide a platform for professional advancement and meaningful contributions in the Hartford community.

#### **Programs and Priorities**

Oversees timeline, implementation, delegation of responsibilities, and successful execution of Board-approved Programs and Priorities.

Develops measurement standards to track accomplishment in regard to agreed-upon Programs and Priorities, including, but not limited to:

- **Programs;** Build and maintain Membership program, Quechee Balloon Festival, Silent Auction, Mini-golf tournament, Business After Hours.
- **Priorities;** Agreement with Army Corps, State Park and Town of Hartford re: Quechee Gorge Visitor Center.
- Oversees annual award programs that showcase businesses and business leaders.
- Support scholarship program to qualified students' postsecondary education.

#### **Board Relations**

By providing oversight of day-to-day chamber operations, enables the HACC Board to focus on its governance responsibilities.

- Optimizes Board interaction with prepared monthly meeting agendas, financial reports and progress reports of Programs and Priorities.
- Creates an environment that inspires and maintains superior volunteer leadership.
- Assists the Board President in developing and motivating effective Board committees.

### **Financial Stewardship**

- Oversees the development and management of the annual budget.
- Maintains membership program with all local businesses in the area.
- Stays within the budgeted expenditures and manages the income drivers for the health of the Chamber.
- Serves as custodian of fiscal assets, in concert with the Treasurer/Executive Committee.
- Prepares and submits applications for grants, and sponsorship in support of events and general operations.

### **Membership Development and Services**

- Maintains the HACC website that features local business news and a membership directory that is available to the public and potential new customers and clients.
- Grows the organization through proactive new member development and maintains long-term members.
- Seeks members' active participation in HACC affairs and governance.
- The director is a familiar face at town council meetings where they may make the case for (as an example) sidewalk repairs in a business district, increases in parking spaces or upgrades by working directly with Town and State officials.
- Identifies, nurtures and motivates volunteers to help carry out HACC programs.
- Serves continuing needs of existing members through regular communication and promotional activity.

### **Marketing Communications (Public Relations, Promotion and Advertising)**

- Serves as chief spokesperson for the HACC.
- Serves as a promotional tool for marketing all members' businesses.
- Develops enduring partnerships with officials of Hartford, other local and Vermont chambers, business associations, and Vermont governmental agencies.
- Ensures HACC and Balloon Festival websites are accurately and regularly maintained, updated and improved.
- Develops and maintains supportive material with local print and broadcast media.

### **Management and Administration**

- Hires, trains and supervises the team of staff and volunteers in accordance.
- Attends committee meetings and follows up on committee initiatives with members.
- Ensures compliance with all local, state and federal regulatory requirements.

## Hartford Area Chamber of Commerce / Executive Director

### ACCOUNTABILITY

- Projects: reports progress at each board meeting.
- Priorities: meets deadlines as agreed upon by President and Board.
- Budget: provides monthly financial reports to board that demonstrate fiscal responsibility and budget maintenance.
- Membership: demonstrates growth of new members and retention of existing membership.
- Annually, a self-evaluation done by Executive Director in conjunction with Executive Committee's evaluation of Executive Director.

### QUALIFICATIONS

- Bachelor's degree in business, marketing, or communications preferred.
- Five years of management or supervisory experience required.
- Event planning experience preferred.

### APPLY

To apply for this position, send by E-MAIL ONLY a cover letter, and résumé, to:

Mary Davidson Graham, Chair/President

mmdavidson@ymail.com

Subject title: HACC Director Position