

Milton-Freewater Area Chamber of Commerce

Detailed Job Description – Executive Director

Reports to: Board of Directors FLSA Status: Exempt - Salaried

Job Description and Scope of Job: The Executive Director is employed by the Board of Directors of the Milton Freewater Area Chamber of Commerce and is responsible for effectively leading the organization such that it successfully achieves its mission of service to members. Specific areas of responsibility include: executive leadership of the staff of the organization; support of positive member relations; executive support to the Board of Directors of the organization; community connections/liaison activities.

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The qualifications, critical physical demands and working conditions listed below are basic requirements that may allow for reasonable accommodations to enable individuals with disabilities to perform the essential functions.

Qualifications and Skills:

- Five years of experience in a business related field or other leadership position.
- Excellent professional communication skills, both written and oral.
- Present a professional and positive image to members and the greater community through appropriate appearance and grooming, demeanor, and language.
- Strong organizational skills, including the ability to plan, organize, and develop long-term work plans.
- Work collaboratively and positively with others of diverse backgrounds, opinions, and needs.
- Experience in managing employees and/or volunteers.
- Able to organize and manage the finances of the Chamber and understand fiscal reports.
- Able to independently identify and resolve problems or make recommendations to the Board of Directors about resolution options.
- Able to apply sound problem solving skills and make decisions that reflect the best interests of the organization.
- Willing to accept responsibility for his / her decisions and the resulting consequences.
- Computer literate and proficient in Microsoft Office suite including: email, word processing, spreadsheets and PowerPoint presentations.

Desirable Qualifications:

- Prior experience with a Chamber of Commerce
- Bachelor's Degree or other higher education

Desirable Skills

- Proficiency in Quickbooks

Position Specific Job Duties and Responsibilities:

- **Member Relations:** Keeps a finger on the pulse of the organization's members to ensure positive member relations. Ensures that services provided to members meet their needs. Is open to a review of member services at least annually to evolve the organization and remain current in terms of best practices in the field of chamber membership services. Works diligently to anticipate and resolve legitimate member problems or issues. Regularly arranges training and networking opportunities for member businesses, as appropriate.
- Works diligently to retain members and to grow the membership base.

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- Provides Supervision and Leadership for Chamber of Commerce Staff. Is responsible for all facets of staff management including: effectively recruiting and hiring staff; assigning work to staff members based on their skills, abilities and job responsibilities; providing regular and appropriate supervision of staff; and conducting performance-monitoring activities as needed. Effectively addresses disciplinary issues when necessary.
- Promotes and demonstrates commitment to the organizations mission, vision, values and program of work.
- Executive Leadership: Provides leadership strategically and systemically both within the organization and outside of it through advocacy at the local, regional, and, if appropriate, state levels in matters of importance to members and the organization.
- Embody the values of the organization and demonstrate adherence and modeling of these values for others through everyday conduct.
- Provide leadership and direction in the development and accomplishment of organizational goals.
- Support to the Board of Directors: Provides support and leadership to the Board of Directors and any committees appointed by the Board. Keeps them informed about the organization's operational activities and issues, community connecting / liaison activities, and legislative activities, as appropriate, through reports at Board and Committee meetings and the distribution of appropriate resource materials.
- Formulates strategic direction and policy recommendations for Board review and action. Implements Board policy at the organization level.
- Community Connecting / Liaison Activities: Acts as the key spokesperson for the organization. Is the key liaison between the organization and its members; other community entities, such as government, service, business and civic organizations, and other relevant stakeholders.
- Organization Management: Uses relevant data and information to monitor the programs and services of the Chamber. Ensures that the organization is operating within its budget. As part of the financial responsibility, the Executive Director is also charged with making fundraising recommendations to the Board of Directors and, upon approval, is responsible for insuring the success of these fundraising efforts.
- Pursues cost effective management practices to ensure that the organization is as cost effective as possible in providing services to its members and in its overall operations.

Critical Physical Demand of the Job:

- Physical activity including walking, setting up materials for Chamber events and carrying Chamber promotional materials not exceeding 30 lbs.
- Must have a current motor vehicle license and be prepared to use their own transportation for Chamber business, for which they will be remunerated.
- May be regularly required to travel to off-site locations that may not be barrier-free.
- Must be proficient with typing and be prepared to operate other office equipment.
- Must be able to work well under stress and meet deadlines.

Working Conditions:

While performing the duties of this job, the Executive Director will primarily work in an office- based setting with little temperature variance and minimal to moderate noise. There may be periods of high stress related to the responsibilities associated with the position.