

Hardeman County Chamber of Commerce
Executive Director – Job description and duties

Position Summary:

The Executive Director is responsible and accountable to the Board of Directors to provide executive leadership to the Hardeman County Chamber of Commerce.

Financial Management:

- *Oversee the general finances of the Chamber
- *With approval of the Finance Committee of the Board, develop an annual budget for the Chamber's operations which includes projected revenues and expenses
- *Lead, direct and develop Chamber's fund raising including but not limited to grants available
- *Monitor Chamber's fiscal condition and report to Board on a monthly basis at a minimum

Personnel Management:

- *Oversee the management of chamber staff including hiring, firing, performance reviews, salary administration, policy and general supervision. Hiring and firing of staff with review and approval of Executive Board.
- *Coach, develop and implement continuous improvement initiatives, create better business practices and an organizational structure for best performance and operating results.

Additional Duties and Responsibilities:

- *Oversee day to day operations of the Chamber, including programs, staffing, membership and marketing.
- *Work with Chair to prepare agendas and materials for Board and Executive Committee meetings
- *Develop goals and objectives for recommendation to the Board
- * Serve as principal spokesperson and ambassador for the Chamber
- *Represent the Chamber at business and community events, meetings, etc.
- *Build partnerships with other organizations
- *Direct the annual and long-term planning process
- *Attend Chamber Board committee meetings and provide staff support to committee efforts
- *Oversee and participate in Membership Development
- *Operate within and advance the policies and Mission of the Chamber
- *Assure that Chamber is responsive to Members' needs and assist to advance Hardeman County's Economic Development and Tourism Objectives.

- *Maintain open communications to the Board, work with the Board and bring issues to the Board in a timely manner.
- *Implement a plan for the Chamber to assure a positive community image
- *Develop and maintain a positive and helpful relationship with the cities and county governmental agencies and neighboring Chambers
- *Develop goals and long range plans for the Chamber including Economic Development and Tourism
- *Any additional duties as assigned by the Board of Directors

Skills and Abilities:

- *Experience in public speaking and presentation skills
- *Effective written communication skills
- *Customer service skills
- *Ability to foster teamwork and collaboration between and among Board members, staff, Chamber members, community leaders, elected officials and committees and organizations.
- *Strong Executive and supervisory skills, including ability to plan, organize, lead, delegate and monitor
- *Experience in Networking, Collaboration, Motivation
- *Experience in preparing and managing a budget, analyzing performance and projecting financial performance
- * Ability to perform cost-benefit analysis of proposed ideas, projects, events
- *Work a flexible range of business hours, including occasional weekends, evening special events or overnight travel
- *Commitment to best practices and growth of Chamber

Professional Experience:

- *Management experience in a business related field or other leadership position, including supervision of professional staff and oversight of finances
- *Prefer prior Chamber management experience
- *Knowledge of local, regional and state governmental systems and as a representative of the Chamber the ability to remain neutral/bipartisan in communities, cities, county, and state.

Education:

- *Bachelor's degree from an accredited college or university or comparable professional training and experience attained through military, industry or association service.
- *Applicable computer knowledge and experience.