



## **BELLWOOD CHAMBER OF COMMERCE Job Description (August, 2018)**

### **Position Title: Executive Director**

#### **JOB CATEGORY:**

Exempt

**JOB STATEMENT:** The Executive Director of the Bellwood Chamber of Commerce is responsible for working with the Board of Directors to accomplish the mission of the Bellwood Chamber of Commerce and for implementation of the priorities identified by the Board of Directors.

**JOB RESPONSIBILITIES:** The Executive Director reports directly to the Board of Directors of the Bellwood Chamber of Commerce. The position is responsible for the effectiveness of staff/volunteers and the financial integrity and overall effectiveness of the organization. The Executive Director serves as the organization's official spokesperson.

#### **MAJOR JOB ACCOUNTABILITIES:**

**Sales** • Generate chamber membership growth, focusing on engaging business prospects township and county wide, door to door visitation and business checkup. Strong focus on Membership retention.

**Operations** • Motivates the working board members and volunteers, and establishes structure and procedures for the overall operation. Works with the Board to define Bellwood Board of Director Committee structures, responsibilities, activities, and expected outcomes. Congruent with the "working board" concept, encourages board membership with qualities, talents, skills, and diversity to meet the broad needs of the Chamber, and respects the flexibility needed for volunteer time and goodwill. • Develops and manages annual and project-specific budgets in partnership with the Board Treasurer, oversees financial matters including collection of dues and applying for grants, and reports current financial information to the Board of Directors. Assesses Board Subcommittees, their defined activities, and achievement of outcomes. Provides advice and guidance to fundraising activities conducted by the Board of Directors. • Calls the meetings, develop agendas, is responsible for having minutes being taken for meetings of the Board of Directors, the Executive Committee and other policy level committees. • Oversees the efficient and effective management of the Chamber office, including the delivery of member benefits and the maintenance of key Chamber assets, including but not limited to the Chamber website, member database and the overall goodwill and brand of the Chamber in the community.

#### **Representation and Advocacy**

• Acts as the official spokesperson for the organization. • In collaboration with the Board of Directors and potentially other business organizations in the community, develops and coordinates an economic strategy that focuses on business retention, strengthening existing village businesses and building Chamber membership. Strategies may encompass education, networking opportunities, strategic partnership in programs or activities. • Analyzes for the Board relevant economic and socio-economic metrics and trends in the area villages. • Participates with the Executive Committee in annual and long range planning for the organization and provides leadership in making decisions and in shaping objectives and priorities for the organization. • Builds and maintains relationships and



connections with local, state, regional, and state elected officials, agencies and administrative staff.

### **Communications**

Informs members, village residents, and local media of business, economic and policy matters pertinent to the Chamber's mission and priorities.

- Manages the direct communications of the Chamber to its members, ensuring that members are apprised of Chamber business, opportunities, benefits and issues
- Takes an active, nonpartisan role in educating candidates to be knowledgeable of and sensitive to business and economic concerns, and coordinating candidate forums as appropriate.

### **Marketing**

- Takes steps that increase the prominence of economic and socioeconomic issues in public discussions among village residents and business communities and enables the Chamber to be a positive force in formulating and implementing solutions and utilizing opportunities to improve the quality of life for current and future residents of Bellwood.
- In partnership with the Board and its Programming Committee, develops a marketing plan for the Chamber and its activities and takes steps to implement that plan given the Board's priorities and available resources
- Other duties assigned by the Executive Committee and/or Board of Directors.

**KNOWLEDGE, SKILLS AND ABILITIES:** • The position requires outstanding written and verbal communication skills with the ability to utilize technology and social media in professional formats. • The position requires the ability to represent the Chamber in a highly professional, skillful, knowledgeable and enthusiastic manner, consistent with the Chamber's mission, vision and priorities, and with tact and political sensitivity. • The Executive Director must be able to manage multiple projects, initiatives and objectives simultaneously in an organized and timely manner. Must have knowledge of office operations, employee management, volunteer management, computer programs, and internet applications at both a managerial and hands-on level. • The position requires the ability to understand and manage financial affairs for the organization and work effectively with members, directors, community leaders, Chamber staff and volunteers. • The Executive Director must have a strong working knowledge of those public policy and political issues locally, regionally and at the state and federal levels that are pertinent to the Chamber's mission and priorities, and have the intellect to become expert on such issues and the skills to effectively advocate on behalf of the Chamber. • The Executive Director must be able to keep personal public policy or political positions separate from and are able to ensure that they do not interfere with or undermine the priorities of the organization.

**QUALIFICATIONS:** Candidate should possess an undergraduate degree, and/or have relevant business, public policy or political work experience. Strong existing relationships with local community leaders and local, and regional public office holders and their respective administrative staffs is a plus. Professional presence and outstanding interpersonal skills are a requirement. Familiarity with the Village of Bellwood strongly preferred.