



Job Description-Executive Director Clovis Chamber of Commerce

FLSA Status: Exempt

Reports to: Board of Directors through the Chair

Annual Salary Range \$70,000 - \$80,000

Date: August 2017

Position Summary

The Executive Director is responsible and accountable to the Board of Directors to provide executive leadership to the Clovis 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 that delineates projected revenues and expenses and a projected net profit as appropriate.
- Lead, direct and develop Chamber's fund-raising strategies and capital campaigns.
- Monitor Chamber's fiscal condition

Personnel Management:

- Oversee the management of chamber staff including hiring, firing, performance reviews, salary and benefits administration, policy and general supervision.
- Coach and develop the internal leadership team to attain consistent, highly effective performance.
- Develop and implement continuous improvement initiatives, create better business practices and an organizational structure that will optimize performance and operating results. Create internal management system of key performance indicators (KPI's) to monitor staff activity and performance against goals with continued supervision.
- Promote a working environment of excellence, external and internal collaboration and professional standards for the organization. Build accountability into the culture.

Additional Duties and Responsibilities

- Oversee the day-to-day operations of the Chamber, including management of programs, staffing, membership and marketing efforts
- Work with the Chair to prepare agendas and materials for Board and Executive Committee meetings
- Develop goals and objectives for recommendation to the Board
- Serve as the principal spokesperson and ambassador for the Chamber
- Represent the Chamber at business and community events, meetings, etc.
- Build partnerships with other organizations
- Support the officers of the Chamber

- Direct the annual and long-term planning process
- Fulfill the officer and committee responsibilities assigned to the President in the Chamber by-laws
- Attend Chamber Board committee meetings and provide staff support to committee efforts
- Participate in higher level membership and sponsorship sales
- Identify and develop revenue generation programs and events
- Oversee organization of Chamber's Annual Retreat & Events
- Operate within and advance the policies of the Chamber
- Assure that organization priorities are responsive to member needs and serve to advance the City of Clovis's economic welfare
- Maintain open communication with the Board, and work with the Board in the governance of the Chamber; bring issues to the Board in a timely fashion
- Implement a marketing plan for the chamber to assure a positive community image.
- Develop and maintain a positive and helpful relationship with city and county governmental agencies; neighboring Chambers and the State chamber.
- Develop goals and long range plans of the chamber
- Any additional duties as assigned by the Board of Directors.

Skills & Abilities

- Outstanding public speaking and presentation skills
- Effective written communication skills
- Strong customer service skills
- Outstanding time management and event planning skills
- Strong ability to foster teamwork and collaboration between/among Board members, staff, Chamber members, community leaders, elected officials and strategic committees and organizations.
- Strong Executive and supervisory skills, including ability to plan, organize, lead, delegate, and monitor
- Passion for collaboration and networking
- Excellent skills in community consensus building
- Demonstrated ability to prepare and manage a budget, to analyze organization performance and to project financial performance.
- Ability to perform cost-benefit analysis of proposed ideas, projects and events.
- Ability to work a wide and flexible range of business hours, including overnight travel on an occasional basis.
- Ability to motivate others to be champions of chamber initiatives
- Strong commitment to personal growth
- Commitment to the best business practices for the Chamber

Professional Experience

- Minimum of 5-10 years management/executive level experience in a business-related field or other leadership position, including supervision of professional staff and oversight of finances.
- Previous Chamber management experience preferred.
- Working knowledge of local, regional and state-level political systems and experience in developing collaborative relationships in these areas
- Minimum of 3 years P&L responsibility

Education

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