



Executive Director Job Description

Reports to: President of the Board of Directors

Revision Date: 7/28/2021

Overview

In keeping with the Olivia Chamber of Commerce mission, the Executive Director promotes and inspires growth across our community and businesses. The Executive Director also encourages a unified public spirit among the citizens and groups of the community in the interests of the general welfare.

Responsibilities

The Executive Director has the following responsibilities:

1. Administration
 - Manages and executes all operations of the Chamber office in a professional and efficient manner.
 - Assists in the preparation of an annual budget and operates within budgetary constraints.
 - Oversees all financial accounts, records and reports as required and submits these to the Board for review and approval.
 - Maintains a record of membership.
 - Assists with inquiries and needs from Chamber members and the community.
 - Performs other functions as directed by the Board of Directors.
2. Communication and Public Relations
 - Ensures that the Chamber is represented in a competent and professional manner.
 - Acts as spokesperson for the Chamber.
 - Represents the Chamber in local, county and state organizations and government entities and builds mutually beneficial coalitions.
 - Creates new promotional collateral and updates existing material including brochures, membership applications, website, membership listings and more.
 - Communicates with the membership regularly through a variety of outlets (social, in-person, etc.)
3. Planning and Organization
 - Grows the size of the organization's membership.
 - Plans and organizes fundraisers, programs, meetings and events.
 - Works with and builds Chamber committees and a base of volunteers.
4. Board Interaction
 - Attends Board meetings and ensures that minutes are written.



- Prepares the agenda and notifies Board members of meetings and events.
- Works with the Board of Directors on the annual election of Board members and officers.

Qualifications

The following qualifications are required:

1. A demonstrated ability to coordinate and collaborate with all facets of the community.
2. An ability to speak in public as the Chamber spokesperson.
3. Past working experience of at least two years in a professional work setting.
4. Knowledge in quick books is preferred, not required.
5. Time management skills in organizing projects and establishing priorities.
6. Effective written and verbal communication skills.

Position

This is a salary position. Hours are flexible, however, attendance at evening and weekend events will be required. In addition, office hours are to be maintained in person by the Executive Director.

Compensation

Compensation will be based on experience and education. A review will be completed at six months initially and yearly after. Pay Range \$18 - \$22 per hour with approximately 15-20 hours per week.