

**ADRIAN AREA CHAMBER of COMMERCE**  
**Executive Director Position Description – March 2019**

**Position Description:**

The Executive Director is responsible and accountable to the Board of Directors for the effective and efficient financial, operational, and administrative management of the Adrian Area Chamber of Commerce. The Executive Director is charged with accomplishing the mission of the organization by developing, organizing, coordinating, and overseeing the administrative, public relations, member relations, and fund-raising aspects of the organization, including human resources, budgeting, and long-range planning.

**Supervision:**

The Executive Director reports to the Board of Directors and specifically to the Executive Committee. All paid staff, volunteers, and interns report to the Executive Director.

**Hours:**

This full-time exempt position includes daily office hours as well as meetings before and after those hours including special events. Office hours are from 9 a.m. until 5 p.m. The office does not close for lunch. Any changes to this schedule will be determined in consultation with the Board.

**General Responsibilities:**

1. Manages the day-to-day operation of the Chamber.
2. Maintains regular and substantive communication with the board chairperson and directors.
3. Develops and executes the board-approved strategic plan and balanced budget.
4. Oversees all public relations, program management, and member relations and development.

**Specific Responsibilities:**

**1. Management of Day-to-Day Operations**

- a. Communicates and works with the Board of Directors and committee chairpersons to accomplish Chamber objectives.
- b. Oversees paid staff including hiring, supervision, evaluation, training, and termination.
- c. Oversees volunteers and college interns.
- d. Assists board and committee chairs in development of agendas and prepares all documents for monthly Executive Committee and board meetings in a timely manner.
- e. Maintains orderly records of all vital documents including correspondence, minutes, financial records, and membership. Membership records should, at a minimum, include the following:
  - i. Current members and their dues paid status for the current year
  - ii. List of current year new members and discontinued members with reason for discontinuation
  - iii. Past five years comparison membership report
- f. Develops and maintains positive relationships with area organizations particularly other Chambers, Lenawee Now, One Lenawee, and Visit Lenawee.
- g. Develops programs that are responsive to expressed member needs and that achieve fiscal expectations.
- h. Manages the elements of building and retaining membership in the Chamber.

## **2. Fiscal Responsibilities**

- a. Develops the Chamber budget in consultation with the Executive Committee.
- b. Oversees the timely payment of dues from Members, and timely follow-up as necessary.
- c. Oversees fundraising efforts, including, but not limited to:
  - i. Annual FUNdraiser
  - ii. Sponsorship requests
  - iii. Individual and/or Foundation requests
- d. Maintains all financial records and keeps them in good order.
- e. Secures sponsorships for Chamber events and projects.
- f. Ensures that bills are paid on time, books are up-to-date, and financial reports are accurate and timely.

## **3. Public Relations**

- a. Oversees publicity efforts covering the organization and its programs and activities.
- b. Oversees the Chamber's use of social media.
- c. Oversees the Chamber's website, ensuring its accuracy and timely updating.
- d. Serves as the Chamber's spokesperson unless it is more appropriate for the chairperson to fill that role as determined by the issue or topic.
- e. Carries out media opportunities, e.g. All About Adrian on WLEN, newspaper articles
- f. Oversees Chamber publications including:
  - i. Local Buyers' Guide
  - ii. Membership materials
  - iii. Other promotional pieces as needed
- g. Promotes the Chamber through speaking appearances to area clubs and groups.

## **4. Program Management**

- a. Ensures positive experiences for members, attendees, and others while meeting budget projections of monthly and annual events.
- b. Oversees all Chamber events in coordination with a Program Committee. Examples of current and former programming include:
  - i. Annual Meeting and Awards Banquet
  - ii. Summit Series Breakfasts
  - iii. Chamber Breakfast Club
  - iv. Membership 101
  - v. Chamber Ribbon Cuttings
  - vi. Senior LifeStyle EXPO
  - vii. ReGenerate Business Conference and EXPO
  - viii. Leadership Lenawee

## **5. Membership**

- a. Works to retain and grow the Chamber membership base.
- b. Seeks to build positive relationships with member organizations.
- c. Oversees membership surveys and the adjustment of Chamber benefits and services based on responses.
- d. Ensures that staff exhibit outstanding customer/member service.

## **6. Administration**

- a. Attends professional development courses as appropriate.
- b. Demonstrates the ability to maintain confidentiality.
- c. Adheres to conditions of employment as outlined in the Personnel Policy document.
- d. Participates in an annual performance review conducted by the board chair and members of the Executive Committee.

### **Qualifications include but are not limited to the following:**

#### **1. Competencies, Skills, and Abilities:**

- a. Ability to effectively use computers for tasks such as basic word processing, daily email, electronic calendaring, spreadsheet data processing, etc.
- b. Ability to effectively compile, interpret, and communicate financial data and statistics
- c. Ability to effectively coordinate itineraries/meetings/events/schedules
- d. Ability to effectively research information
- e. Ability to effectively prioritize multiple tasks
- f. Ability to effectively deal with a changing environment and be welcome new ideas
- g. Ability to effectively communicate in person, by phone, and in writing

#### **2. Physical demands:**

- a. Must be able to occasionally reach, stoop, bend, kneel, or crouch
- b. Must be able to move intermittently throughout the work day with frequent prolonged standing, walking, and talking
- c. Must be able to effectively read and speak at least the English language
- d. Must have visual acuity
- e. Must be able to see, hear, and move intermittently, or use prosthetics that will enable you to function adequately to assure that the requirements of this position can be fully met.
- f. Must be able to cope with the mental and emotional stress of the position.

#### **3. Working Conditions:**

- a. Must be able to handle high stress and multi-task situations
- b. Must have a regular and reliable level of attendance
- c. Must be able to handle the stress of multiple simultaneous demands
- d. May be exposed to long and/or irregular hours

*QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each job responsibility satisfactorily as determined by those assigned such oversight (Executive Committee) by the Adrian Area Chamber of Commerce Board. The requirements listed above are representative of the knowledge, skill, and/or ability required and may also include other duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education and Experience:**

**Required:**

- a. Bachelor's Degree in a relevant field of study
- b. Five (5) years of relevant/related successful experience
- c. Demonstrated excellent communication skills
- d. Demonstrated strong leadership and relationship skills

**Preferred:**

- a. Master's and/or other advanced degree
- b. Ten (10) years or more relevant/related successful experience

**Certificates, Licenses, and Registrations:**

(Required as determined by Adrian Area Chamber of Commerce Board)

**Terms of Employment:**

- a. Salary commensurate with experience, education, past achievements, and other factors
- b. "Exempt" salary structure - per Michigan law and Federal Fair Labor Standards Act (FLSA)

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of the Adrian Area Chamber of Commerce's performance evaluation tool and process.

Approved by Board on:      Date: \_\_\_\_\_

Board President: \_\_\_\_\_  
**(Board President Signature)**

Reviewed and Agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_  
**(Executive Director Signature)**