

Moose Lake Area Chamber of Commerce

Position Description

Position: Executive Director

Responsible to: Board President

Employed by: Board of Directors

Date: 2022

Salaried Employee: Exempt

Position Description:

The Executive Director is responsible for initiating, implementing and evaluating all aspects of Chamber activities. Primary responsibilities include:

- Oversees all operations & management functions of the Chamber
- Directs annual and long range planning for the organization and provides leadership in making decisions
- Assures that organization priorities are responsive to member needs and serve to advance the area's economic welfare
- Maintains contact with a variety of key organizations throughout the community
- Maintains open communication with the Board, and works with the Board in the governance of the Chamber
- Acts as the official spokesperson for the organization
- Is a visible member of the community and;
- Other duties assigned by the Executive Committee and/or Board of Directors

The Executive Director is responsible for hiring the Chamber's employees and working closely with the Chamber staff and committees to translate Board objectives into specific plans for achievement of immediate targets. The Executive Director shall motivate and encourage Chamber staff to develop appropriate procedures and programs within their assigned areas, monitor delegated responsibility, and annually appraise the performance of the employee's and that of the Chamber as a whole against appropriate, predetermined objectives.

Work Hours/Days: Typical hours are 40 hours a week. May require additional days/hours during major events. Occasional weekends are expected.

Supervisory Responsibilities: Manages employees of the Chamber.

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Qualifications:

- Bachelor's degree in economics, business, public policy/planning, non-profit management, public administration, real estate, or other related field of economic development preferred; two years or more of direct experience working within an economic development program; or equivalent, combined relevant experience.
- Non-profit, association management experience preferred.
- Executive and professional presence.
- Demonstrated ability to be an effective leader within a team environment.
- Possess general knowledge of business practices, operations, human resources, and organizational needs.
- Financial management experience including: preparing/understanding financial statements, managing a budget, fundraising, and grant management.
- Knowledge of and interest in the development and growth of the region's economy.
- Demonstrated interest, knowledge, and direct work with the region's business community and individual businesses.
- Previous experience in project management activities which involve outcome-based results.
- Demonstrated ability to communicate effectively, both orally and in writing.
- Excellent analytical and problem-solving skills.
- Ability to work under pressure with short timelines and competing deadlines.
- Demonstrated ability to be an effective leader within a team environment.
- Demonstrated interpersonal skills and the ability to build effective relationships with key stakeholders including community leaders, members, volunteers, staff, visitors, and the general public.
- Demonstrated understanding of the political process at the local, state and national levels

Basis for Evaluation: The above duties, responsibilities, qualifications, and abilities are the basis for performance evaluations.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.