

Neillsville Area Chamber of Commerce Executive Director Job Description

Position Title: Executive Director (ED)

Reports to: Board of Directors

General Summary:

Responsible for recommending action to the Board of Directors for the continued success of the Neillsville Area Chamber of Commerce. The Executive Director develops, promotes, and plans events and functions, communicates effectively with the membership on needs, ideas, and opportunities that advance the general welfare and prosperity of Neillsville and our Chamber members. The Executive Director is enthusiastic, creative, and well organized, and they are an excellent communicator capable of functioning

Duties and Responsibilities:

Board Relations – Build and maintain strong relationships and communications with the Board of Directors. Provide necessary leadership to garner full engagement of board members. Plan and organize committee and board meetings, and coordinate plans and agenda for these meetings.

Interpretation of Bylaws – The Executive Director will ensure that the Chamber bylaws, are properly kept up to date and implemented. They will assist the Board and necessary committees in interpretation or amendment of bylaws as needed.

Membership Relations – Development and retention of current and future membership prospects. Keep consistent, strong lines of communication open between all parties, by encouraging member input and feedback, visiting members, and keeping up with community and tourism organizations. Execute annual membership campaign, member visits, and new member welcomes as necessary. Analyze and interpret the needs of members and make recommendations to increase membership value, engagement and financial support. Act as a liaison between the board of directors, chamber members, and the community.

Finance – Prepare financial guidelines for each event held by the Chamber and ensure events follow budgetary guidelines to meet goals of each event. In addition, the Executive Director is responsible for organizing and retaining invoices, receipts and other financial information and submitting to the accountant on a monthly basis.

Events/Community Outreach – The Executive Director will present event opportunities to the Board of Directors and will oversee all event preparation, utilizing volunteers to carry out event objectives. The Director will work to garner community support as well as sponsorship for events as needed. Each new and existing event must include a budget and receive approval from the Board of Directors.

Create advertising and marketing materials as necessary to heighten chamber/community participation. Prepare an annual advertising calendar, update and maintain website, and maintain a consistent social media presence. Grant writing will be necessary from time to time.

Personal Characteristics and Experience:

- Familiarity with the unique challenges of running a nonprofit; someone who understands the dynamics of a chamber of commerce or similar membership organization and who is genuinely interested in working effectively within that realm
- Executive style that can generate respect and support from a wide range of constituents including large and small business, nonprofits, community groups, and elected leaders.
- Passion for Neillsville
- Motivational leader who can attract, retain, develop, and empower volunteers
- A great listener who can articulate the Chamber mission and vision to retain and attract new members
- Time management skills and an ability to prioritize responsibilities
- Reliable, self-motivated, outgoing and ability to motivate others. Excellent verbal and written communication skills. Strong networking and leadership skills. Even temperament, even when under stress. Ability to function well as part of a multi-functional team. Presents a professional image whenever representing the Chamber.

Typical Physical Activity

- Speaking, hearing, reading, and understanding English.
- Repetitive motion
- Pushing/pulling/kneeling/bending
- Stooping/crouching
- Lifting and carrying
- Able to lift up to 50 pounds
- Reaching overhead
- Sitting, standing, walking for long periods of time
- Visual and mental concentration

Essential Qualifications

- Education/Experience: College degree in Business, Marketing, or Event Management OR experience in a related field.
- Reliable attendance at events, committee and board meetings, and during office hours.
- Able to work in a PC environment that uses Microsoft Word, Excel, PowerPoint, and Publisher and well as internet, email, Quickbooks and other necessary programs needed to accomplish the job
- Some graphic design, social media, and marketing experience preferred, or willingness to learn

Certifications and licenses: Valid driver's license required

Status: Part time