



Darke County Chamber of Commerce

JOB TITLE: Darke County Chamber President

REPORTS TO: Chairman, Board of Directors

POSITION FUNCTION

This part-time position is responsible for the general management, operations and coordination of all organizational activities of the Darke County Chamber of Commerce. Directs all planning to carry out Chamber objectives and implement Chamber policies.

POSITION RESPONSIBILITIES

Program of Work

Guides the development of the Chamber's overall program of work. Is responsible for directing and implementing - with the aid of the Office Administrator and volunteer workers – all policies adopted by the Board of Directors. Executes programs, prepares budgets and committee plans of work.

Committees

Supervises or delegates supervision and management of all committees. Assists the Board of Directors and Executive Committee in recruiting and selecting qualified committee members. Directs appointments to committees. Directs or organizes specific projects. Initiates agendas and coordinates with chairpersons. Staffs committee meetings, plans and arranges meetings and supervises the preparation of notices, reports, committee lists and other materials.

Policy

In consultation with the Board of Directors and the Executive Committee, plans long-range policies to help achieve the important business and community goals. Reviews projects or proposals originating in committee or elsewhere and recommends proper committee assignment if needed. Places projects or proposals on the agenda with recommendations for board action. Works with staff and/or committees to implement policies or projects. Coordinates work of all committees. Records policies. Initiates programs, prepares budgets and marketing plan. Keeps open communication among board members, committee chairs, staff, public and media.

Personnel

Has responsibility to hire, set compensation within budget parameters, establish terms of employment for, direct the activities of, evaluate and terminate employees of the Chamber. Counsels individual staff members. Responsible for maintaining staff morale, staff records and procedures manual. Conducts annual performance evaluation of employees.

Finance

Has general responsibility for management of the organization's finances. Prepares annual budget in conjunction with the Executive Committee. Develops general plans for meeting the budget. Submits budget for approval by the Board of Directors; approves all specific expenditures under the budget adopted by the board. Expends funds within budget parameters, within policy and consistent with good business practice. Recommends to the Board of Directors adjustments to staff salaries within prescribed parameters; directs office maintenance, including replacement of equipment. Prepares or directs preparation of financial statements on a monthly basis for Board of Directors.

Membership Maintenance

Directs all membership solicitation efforts, including solicitation of new members and maintenance of current members. Prepares and assists in development of a membership campaign, along with other material pertinent to membership promotion. Compiles statistical information for use in upgrading members. Directs preparation of prospect lists for membership solicitation. Directs follow-up or contact of all delinquent members for renewal of membership. Suggests committee involvement for members.

Recordkeeping

Directs the keeping of proper membership financial records, including proper billing, recording of dues, and classification. Directs maintenance of all current membership files. Prepares and maintains reports concerning membership and finance for officers and directors. Handles all correspondence to members regarding membership status or change in status in reference to dues, assignees, due dates or other membership information.

Member and Public Relations

Responsible for all communication to the membership and general public. This includes: correspondence, prepares or directs the preparation of official Chamber publications such as pamphlets, bulletins, newsletters, magazines, columns and the like; news releases, prepares or directs the preparation of articles or fact sheets reflecting the views of the organization or the reporting of projects or activities, serves as contact between organization and media, maintains publicity files: photographs, biographies, clippings and other materials needed for articles or features.

Public Speaking

Represents the organization at appropriate meetings. May speak or find others to speak about community and Chamber activities. Is the official spokesperson for the Chamber.

Community and Governmental Affairs

Maintains close liaison with all groups in the community. Counsels on developments affecting the business community. Reviews and evaluates legislation, pending or proposed, which will have an immediate or future impact on Chamber goals and policies, and refers to proper committee for study and future action. Gives voice to public policies in the public arena.

Authority

Maintains a quality and comprehensive insurance package; Interfaces with Chamber legal council to assure compliance with all appropriate legal issues and standards; and, Executes contracts on behalf of the Chamber.

Other

Perform all other duties as assigned.

Education and Experience Requirements

- Bachelor's Degree and/or three to five years' comparable experience in business administration, marketing or public relations is preferred.
- Certified Association Executive, Certified Chamber Executive, and/or U.S. Chamber of Commerce Institute of Organizational Management certification is a plus.
- Must possess a strong sense of confidentiality concerning Chamber Board of Directors, members, programs and projects of the Darke County Chamber of Commerce.
- Proven track record working with a board or non-profit organization.
- Prior supervisory experience.

Compensation

The Chamber offers a competitive salary based upon the candidates level of professional experience. There are no other benefits associated with the position.

It is required that the successful candidate will live in Darke County.

Interested Candidates are required to submit:

- Letter of Intent
- Resume
- Salary Requirements

Email materials to: info@darkecountyohio.com

Application Deadline: September 18, 2020