Executive Director of the Clinton Chamber of Commerce

Updated: 12/22/21

**Basic Function:** The Executive Director is the Chief Operational and Administrative Officer of the Clinton Chamber of Commerce. The Executive Director reports directly to the Chamber Board of Directors and oversees the work of operating committees and the office staff.

**Purpose:** He/She is responsible to the Board of Directors for the full range of activities—coordination of the Program of Work; organizational structure and procedures; motivation of volunteers; income and expenditures; maintenance of membership; employment, training and supervision of staff; interpretation of policy; maintenance of quarters; long-range planning, and interaction with city, county and state governmental agencies and other area chambers.

**Requirement:** The Executive Director of the Clinton Chamber is expected to be a resident of the City of Clinton. If the person selected for this position is not a current resident of Clinton, a reasonable amount of time can be negotiated for this person to become a Clinton resident.

**Major Duties:**

**Chamber Development**
- In conjunction with the Board and staff, devise and implement a long-term strategic plan and annual program of work to advance the Chamber’s mission. This should include: specific events and dates, membership targets, and an annual budget.

**Board Relations**
- Build and maintain strong relationships with the Chamber Board of Directors by providing the leadership necessary to garner full engagement of the Board.
- Prepare the agenda and organize each scheduled Chamber Board meeting.

**Membership Relations**
- Facilitate, oversee, and implement annual membership campaigns, member visits, and new member orientations as necessary.
- Analyze and interpret the needs of members and make needed recommendations to increase membership value, engagement, financial support and retention.

**Financial Management**
- Oversee the daily financial operation of the Chamber and consistently monitor the organization’s fiscal condition.
- Working with the Board of Directors, develop an annual operating budget for the Chamber.
- Lead and direct Chamber’s fund-raising strategies and capital campaigns.
Public Relations and Advocacy

- The Executive Director is responsible for building the reputation of the Clinton Chamber of Commerce within the community and the greater area. The Executive Director is also the chief salesperson for this organization and is responsible for all media contact.

- As much as reasonably possible, the Executive Director should attend meetings of organizations that share common priorities. This should include (but not limited to): the Board of Aldermen meetings for City of Clinton, the Clinton Planning and Zoning Committee meetings and the weekly City Department Head meetings.

- Build and maintain positive relationships with media outlets in the City of Clinton area and utilize every opportunity presented to further the mission of the Chamber.

- Be informed on local and state issues and actions by agencies that may affect the Chamber membership or the Clinton community.

Events

- For all events sponsored by the Clinton Chamber of Commerce – the Executive Director should oversee all event preparation as well as organizing the combined efforts of staff, volunteers and Board Members to carry out the desired objectives.

- Work to garner community support as well as event sponsors as needed.

Staff/Operations

- Responsible for the employment of all staff personnel, the assignment of their duties, the supervision of their work and the establishment (within the framework of the Chamber’s Human Resource policies) of the terms of employment.

- Responsible for all Chamber operations including the maintenance of the Chamber building and all Chamber office equipment.

Interpretation of Policy

- Operate the Chamber in accordance with the Bylaws, existing procedures, and laws as required of a proper 501c(6) organization.

- Assist the Board, necessary committees and staff in interpretation of Chamber policy in relation to any given question or program.

Other

- Responsible for the production and distribution of the annual Clinton Chamber Directory in conjunction with the company hired to create it.

- Monitor all outgoing Chamber communications and ensure that the Chamber maintains a consistent print, online and social media presence.
**Personal Characteristics and Experience**

Ideally, the Executive Director of the Clinton Chamber of Commerce will have a unique combination of personal and professional qualifications. This includes, but is not limited to:

- A person with excellent communication skills matched with driving passion for the City of Clinton and its community & businesses.
- 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.
- A professional, self-motivated executive style that can generate respect and support from a wide range of constituents: including large and small business, nonprofits, community groups, elected leaders and staff at all levels.
- Ability to lead the development and implementation of the long-term vision that enhances the Chamber’s value proposition and relevance to current and future members.
- Experience in understanding and developing accurate financial budgets, marketing plans, branding, and all other necessary plans to operate the day-to-day and long-term action plans of the Clinton Chamber of Commerce.
- Strong time management skills with a proven ability to prioritize responsibilities.

**Typical Physical Activity**

- Speaking, hearing, reading, and understanding English
- Repetitive motion such as: pushing/pulling/kneeling/bending/stooping/crouching and reaching.
- Lifting and carrying a moderate amount of weight.
- Sitting, standing, walking for long periods of time
- Visual and mental concentration

**Essential Qualifications**

- Education/Experience: College Degree preferred or at least three-year’s experience in a related field of work.
- Reliable attendance
- Able to work in a PC networked environment that uses Microsoft Office products: Word, Excel, Outlook, PowerPoint, Publisher, Internet browsers, and other necessary programs needed to accomplish the job.
- Some graphic design and marketing experience preferred, or willingness to learn.
- Certifications and licenses - Valid driver’s license required
- Status – Full-time, salaried exempt