

Otsego-Plainwell Area Chamber of Commerce

Executive Director Job Description

Position Summary

- Manages the operations of the Chamber of Commerce.
- Coordinates, develops, and promotes Chamber activities to foster value to our large network of Chamber members.
- Recruits new Chamber members to join, and actively maintains value for current members, which in turn will yield high renewal percentages.

Responsibilities

Management

Ensures efficient and accurate, timely completion of required tasks, including but not limited to:

- Analyzes and organized all office operations.
- Responding to requests for information.
- Report of new members, current, and past due accounts.
- Overseeing projects and events.
- Maintaining Chamber website, files and social media sites.

Financials

- Oversee maintenance of all financial records for office operations and specific projects.
 - Billing for Chamber memberships.
 - Operates within budgetary guidelines.
 - Assist the Treasurer in generating financial reports.
- Coordinates fundraising and sells special event sponsorships.

Board of Directors

- Operates as liaison to the Board of Directors.
- Provides the Board with communication at the monthly board meeting, cts, calendar of events and financial reports.

Community/Networking

- Coordinates special events with committees to host annual Chamber golf outing and Night of Recognition, as well as After Hours Business Mixers and Lunch & Learns.
- Represents the Chamber at public, school, business and government functions.
- Maintains regular contact with media including drafting press releases.
- Prepares promotional information to promote the Otsego-Plainwell business community through a weekly newsletter and the Chamber's website, calendar of events, and annual Visitor Guide.

Qualifications

Otsego-Plainwell Chamber is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national

origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Education and/or Experience

Associate's Degree in business, tourism or public relations or other related field preferred. Consideration given to candidates who have 2-3 years' experience in managerial activities.

Computer Skills

Proficiency with computer skills necessary.

Have ability to manage social media sites, Constant Contact and update the Chamber's website.

Language Skills

Ability to analyze and interpret general business context.

Ability to effectively present information and respond to questions from Board of Directors, members and the general public with professionalism.

Physical Demands

The physical demands described here are representative of those whom must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee must occasionally lift 25 pounds or more. Specific vision abilities required by this job include close vision and ability to adjust focus. Must be able to have dependable transportation.

Work environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside-weather conditions. The noise level in the work environment is usually moderate.

Benefits

Starting wage \$18 per hour, plus some benefits to be discussed at interview.