

# POSITION DESCRIPTION

**Job Title:** Executive Director

**Organization:** Lake Area Chamber of Commerce

**Service Area:** Lake of the Ozarks, Missouri

**Reports to:** Board of Directors

**FLSA Status:** Exempt

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.*

## **POSITION SUMMARY:**

Works with the Board of Directors to oversee the operations of the Lake Area Chamber of Commerce. Develops and implements an annual plan of work that is responsive to the needs of members and the mission and strategic plan of the Chamber. Develops and maintains professional relationships with chamber members, business community, and other state and local stakeholders. Maintains financial accountability while overseeing the management of chamber finances. Responsible for the recruitment, management and development of chamber team members. Maintains established policies and procedures of the chamber.

## **ESSENTIAL DUTIES & RESPONSIBILITIES:**

The Chamber Executive Director is responsible for all duties or delegation of duties that follow:

### **Program of Work**

- General management of the Chamber
- Liason to the Board of Directors and various chamber committees

### **Membership**

- Development, implementation, and evaluation of programs

### **Public Relations**

- Business relationships within the lake community
- Communications with members, Board of Directors, committees, volunteers, general public, media, & stakeholders, including correspondence, official publications, news releases, public speaking, etc.
- Personal credibility by demonstrating the highest level of professionalism at all times

### **Financial Management**

- All record keeping & reporting obligations of the chamber
- Development of & work within the budget approved by the Board of Directors with the goal of meeting or exceeding annual goals
  - Preparation of monthly financial statements for the Board of Directors review
  - Sign or counter sign checks in accordance with the bylaws

### **Personnel & Office Management**

- Personnel administration including but not limited to hiring, training, coaching, counseling, evaluation, promotion and termination of chamber team members
- Coordination and oversight of chamber volunteers
- Coordination of chamber facility maintenance
- Increase office efficiency as technology advances are available

### **Additional Duties and Responsibilities:**

- May be assigned to other duties and responsibilities as directed by the Chamber Board of Directors

**POSITION REQUIREMENTS:****Education & Experience**

- Bachelor's Degree or equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities
- Demonstrated leadership & management experience preferred
- Demonstrated the ability to grow an organization
- Knowledge of and connections to our community

**Aptitudes & Abilities**

- Ability to make decisions within prescribed guidelines, research & solve problems, work independently, handle confidential information & manage multiple tasks in a fast-paced and diverse environment
- Skilled in handling details
- Possess effective oral & written communication skills, strong customer relations skills & ability to communicate effectively, working well with Board of Directors, co-workers, volunteers, members, & public in a cooperative positive manner
- Candidates must have a proven record of networking & collaboration, ability to listen, remain objective, & to view situations/issues from multiple perspectives
- Knowledge of budgeting, record-keeping, & fiscal management
- Computer literate with competency in Microsoft – Outlook, Word, Excel, Publisher and PowerPoint; ability to navigate the Internet & familiarity with Social Media applications
- Possess good judgment skills
- Physical Stamina–ability to work in hot & cold settings; frequently lift/move up to 25lbs.
- Valid driver's license, responsible driving record, & maintain reliable transportation

**Desired Personality Traits**

- Integrity
- Self-Motivated & a willingness to work
- Initiative
- Enthusiasm
- Adaptability
- Warmth & Friendliness
- Modesty

**PHYSICAL & SENSORY DEMANDS**

- Regularly required to sit; stand; walk; talk; see and hear
- Regularly required to drive
- Ability to work flexible hours, including some evenings and weekends, to fulfill assigned responsibilities; work day may extend beyond 8 hours

*Physical demands and working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*