

## **Yadkin Valley Chamber of Commerce Executive Director**

### **Full-Time Exempt Position**

**Responsible to: Board of Directors**

**Reports to: Executive Committee**

### **Duties/Responsibilities:**

*Note: The listed duties are only illustrative and are not intended to describe every function that may be performed by this job. The omission of specific statements does not preclude the Yadkin Valley Chamber of Commerce Board of Directors from assigning additional duties not listed*

The Executive Director is the chief executive and administrative officer of the organization. The Executive Director is also the public relations officer for the organization and the entire community. He/She is responsible to the Board of Directors for the development and execution of the Chamber's strategic plan; developing and executing organizational structure, policies, and procedures; the recruitment and motivation of volunteers; fiscal management; maintenance of membership; hiring, training, and supervision of staff; maintenance of Chamber facilities and equipment; and maintaining relationships with relevant constituent groups.

### **Requirements:**

Qualified candidates should possess experience in business, management, marketing, communication, hospitality, public administration or related field, and should have a minimum of three years' experience (staff or volunteer) in a chamber or other association. Bachelor's degree preferred but not required. Must have a solid business acumen, sound judgment, and possess exceptional leadership skills. They must have a proven track record that demonstrates an ability to successfully implement and promote the Chamber's services and activities to the community; raise funds through annual and capital campaigns; assess community needs and develop programs in partnership with others to meet those needs; develop and manage a staff; and work with our Chamber board to focus on strategic issues. The board desires an Executive Director who is creative, adaptive and open to new ideas. The new Executive Director is expected to partner with the board in building a lasting and impactful Yadkin Valley Chamber legacy in the community. Qualified candidate must currently reside or be willing to relocate to within a 30 minute drive from the Chamber Office located at the Yadkin Valley Heritage and Trails Center in Elkin, NC.

### **Primary Job Duties:**

1. Strategic Plan: The Executive Director is responsible for working with the Board of Directors and other committees to develop and execute a strategic plan that guides the Chamber's efforts toward fulfilling its mission and addressing key issues in the community that impact members. The Executive Director should provide periodic updates to the board as to progress toward meeting the goals outlined in the strategic plan.

2. Organizational Structure, Policies and Procedures: The Executive Director is responsible for the operation of all Chamber committees and events; and provides direct staff support to the Executive Committee and Board of Directors. The Executive Director ensures that Chamber policies, as established by the Board of Directors, are properly recorded in minutes and carried out as directed. He/She assists the Board, committees, members and staff in the interpretation of policies and implementation of procedures. The Executive Director will serve as the spokesperson for the Chamber in the media and during public forums where the Chamber is represented.

3. Recruitment and Motivation of Volunteers: The Executive Director recruits, trains and motivates volunteers to develop and execute programs that fulfill the Chamber's mission.

4. Fiscal Management: Through the Treasurer and Executive Committee, the Executive Director is responsible for the development of the Chamber's operational budget and relating that budget to the Chamber's strategic plan. The Executive Director is responsible for all expenditures within the framework of the budget. He/She ensures that the board is provided with necessary reports and monthly financial statements so they can make informed budgetary decisions on behalf of the Chamber.

5. Maintenance of Membership: The Executive Director shall lead membership development activities, including new member and membership retention sales, billing and dues collection. The Executive Director regularly communicates with the Board of Directors and the Chamber membership through regular newsletters, articles and annual reports. The Executive Director ensures that communication pieces presented by the Chamber are accurate, timely, attractive, and of value to the Chamber membership.

6. Hiring, Training and Supervision of Staff: The Executive Director creates and fills staff positions necessary to implement the Chamber's strategic plan. He/She is responsible for the recruitment, selection, training, ongoing supervision, and regular evaluation of all staff. He/She determines staff responsibilities and assures adequate training relative to those responsibilities.

7. Maintaining Relationships:

- With the Board of Directors: The Executive Director is responsible for managing meetings and functions of the Executive Committee and Board of Directors. He/She prepares agendas, maintains minutes/records of the Board, and carries out the Board's plans and programs in accordance with established policies and procedures. The Executive Director serves on the Board in an ex-officio, non-voting capacity.
- With Chamber Members: The Executive Director must maintain relationships with Chamber members to analyze, understand, and interpret the needs of the business community. He/She solicits suggestions and proposals from members and translates them into action consistent with the Chamber's mission and strategic plan.
- With the Community: The Executive Director represents the Yadkin Valley Chamber of Commerce in meetings of local, state, and national organizations, government bodies, and other important constituencies and strives to develop a better understanding of the Chamber's role in shaping a stronger community.

Job Type: Full-time

Experience:

- Staff or volunteer Chamber of Commerce or other association: 3 years (Required)

Education:

- Bachelor's (Preferred)

Benefits:

- Salary and benefits will be commensurate with experience. Total compensation will be tailored to selected candidate.