

Executive Director - Berlin, MD Chamber of Commerce

SUMMARY OF POSITION:

Reporting to the Board of Directors, the Executive Director manages and directs operations, finances, communications, membership, programs, and events for the Chamber. Other essential duties include membership cultivation, fundraising, marketing, and community outreach. The Executive Director is expected to represent the Chamber utilizing good judgment and tact to foster positive relationships in the community.

The Board of Directors will look to the Executive Director to lead and guide the organization, uphold the mission, and maximize the investments of members and investors. The ideal candidate will demonstrate the following competencies: business ethics, visionary leadership, strategic thinking, teamwork, problem solving, excellent communication skills and the ability to guide and develop people while successfully managing multiple projects.

RESPONSIBILITIES:

Key Responsibilities

- Display leadership and motivate volunteers
- Ensure fiscal stability, accountability, and transparency
- Lead ongoing planning activities and associated fundraising initiatives
- Recommend policy and procedural changes to the board that will allow the Chamber to function effectively and efficiently to meet the goals and mission of the Chamber
- Maintain a visible and proactive profile in the community
- Always represent the community and the Chamber in a professional manner
- Pursue opportunities to keep the Chamber innovative while aligning with the mission
- Promote the organization, the staff, and their accomplishments to the community
- Serve at the direction of the Board of Directors

General Operations

- Oversee the day-to-day operations of the Chamber
- Maintain the chamber's office
- Maintain personal contact and develop relationships with key community leaders
- Maintain familiarity of the community and business needs
- Cultivate positive relationships with city, county, state, and federal elected officials and staff
- Seek training and development opportunities for self, Board and Members

Financial Management

- Assist the Treasurer in overseeing the financial administration of the Chamber
- Responsible for financial records
- Responsible for accounts payable and accounts receivable
- Ensure compliance with all reporting requirements (state and federal taxes) Preparation/oversight of financial statements and reports
- Prepare, review, and oversee an annual budget; oversee expenditures and income consistent with the budget
- Develop sources of non-dues revenue
- Ensure accuracy of accounting for cash received and spent
- Maintain checks and balances system for accounts receivable and accounts payable
- Follow financial policies set by the board of directors

Membership, Recruitment and Retention

- Develop strong relationships with present and potential members
- Responsible for membership recruitment and retention plans
- Oversee billing and collection of membership dues
- Coordinate ribbon cutting and groundbreaking activities

Events

- Responsible for coordinating and overseeing all special events for the Chamber - this includes some evenings and weekends
- Coordinate with and support committees and committee chairs
- Acquire sponsorships
- Secure and coordinate volunteer participation

Communication and Marketing

- Maintain a high level of communication among the Chamber team, Board of Directors, committees, community partners, and members of the community.
- Responsible for Chamber communication tools and front-end maintenance of the website
- Develop yearly marketing plans
- Maintain mailing list contacts
- Act as editor-in-chief for all publications including newsletter
- Serve as the primary spokesperson for the Chamber
- Ability to present and speak to groups

Board of Directors

- Provide orientation, support, and guidance to the board on various issues
- Work with the Board Chair to prepare the Board of Directors' agenda and attend meetings
- Work with Secretary to ensure minutes of meetings are recorded and kept
- Deliver monthly progress reports to the Board of Directors on membership, finances, events, and other suggested items
- Work directly with the President and Executive Board in setting direction and determining the annual Program of Work and multi-year Strategic Plan to present to the board for full board approval

Other Duties as May Be Required

Every effort has been made to describe the position as completely as possible. However, it in no way states or implies that these are the only responsibilities or duties required to perform.

KNOWLEDGE/EDUCATION Recommendations:

- Minimum of 1-year senior management and leadership experience
- Experience in financial management
- Experience in operations management
- Experience in managing people
- Working knowledge of non-profit boards
- Thorough understanding of the political environment of chambers, trade associations and the business community
- Management experience in Chamber of Commerce, Economic Development, or related organizations
- The ideal candidate for this position will have a college degree and/or completion of US Chamber of Commerce Institute of Management or other Chamber credentials
- The ideal candidate will be technologically advanced or have a strong willingness to learn of new systems.

Benefits include:

Town of Berlin Paid holiday schedule
2 weeks PTO
Compensation to be determined based on qualifications and experience.