

**Indianola Chamber of Commerce
Executive Director
Job Description**

Position/Title: Executive Director

Basic Responsibilities:

- Develops and recommends to the Board of Directors policies, programs, and procedures that will enable the Chamber to achieve its mission and goals.
- Ensures implementation of all Chamber activities approved by the Board of Directors.
- Takes primary responsibility in identifying opportunities and developing programs for Board approval that will make this Chamber the pre-eminent organization of Indianola.
- Serves as Chief Operating Officer of the Chamber of Commerce and is responsible for supervising staff personnel to carry out Chamber functions.
- Recruits and encourages the development of a cadre of volunteers to become active in the Chamber.
- Knowledge and application of Quick Books.

Specific Duties:

- Directs day-to-day activities of the Chamber, balancing personnel, staff, and volunteer resources as appropriate in order to achieve Chamber goals.
- Establishes and supervises an on-going program to ensure that all inquiries from residents and non-residents of Indianola are handled in a prompt, friendly, and responsive manner.
- Recruits and hires all paid staff members in accordance with the staffing plan laid out by the Board of Directors, (Hiring decisions must be approved by the Board of Directors).
- Oversees preparation of the annual budget;
 - Ensures presentation of budget for approval by the Board of Directors. -
 - Monitors and controls budget throughout the year.
 - Recommends budget modifications to the Board as appropriate.
 - Presents budget reports to the Board as requested.
- Administers and maintains an orderly system of financial record keeping, including developing and implementing an effective system for the collection of all accounts.
- Prepares and presents monthly reports to the Board of Directors on all significant Chamber activities not otherwise reported by a selected committee Chair/Chairs.
- Coordinates informational programs aimed at membership awareness of Chamber activities and matters pertinent to our Indianola business community.
- Is personally involved in community and professional organizations.
- Maintains regular in-person contact with the leaders of the major businesses in the community, working with the President and Chamber members to ensure that the Chamber represents large and small business alike in our community.
- Attends all Chamber of Commerce functions as a whole. Attends committee meetings as necessary.
- Updates and maintains Chamber website.
- Reports quarterly to the city with the Tourism Committee.
- Coordinates Chamber events and communicates in partnership with individual Chamber committees to the completion and success of these events.

- Keeps the President and/or Board of Directors advised of all significant events which may impact the Chamber or the business community as a whole. This may include recommendations for action by the Chamber.
- Personally visits with 5 major Chamber members per week to help maintain healthy relations and good communications in the business community.
- Keeps abreast of key activities at other Chambers of Commerce and makes appropriate recommendations or shares ideas that may be beneficial to our own Chamber.
- Helps to initiate and participates in the design and communication of a successful public relations program.
- Takes the initiative in identifying opportunities for new Chamber activities that will strengthen the role and position of our organization in the community. Recommends new programs and policies to capitalize on such opportunities.
- ◆ Develops and implements an effective program for recruiting new and retaining current Chamber of Commerce members.
- Develops and recommends annually a plan that will help the Chamber achieve its objectives including specific delineation of the roles of staff members and volunteers in carrying out approved programs.
- Carries out such other duties as may be directed by the President and/or the Board of Directors.
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Working Relationships:

- Reports to the Board of Directors through the Chamber President.
- Works closely with Chamber officers, committee chairs, and other members and requests assistance from the President as needed when resolving conflicting demands placed on the Executive Director or other staff members.
- Supervises all paid staff members; salaried, hourly, contract, or commissioned.

Those interested in submitting their resume, should drop it by the Chamber of Commerce office by Friday, June 6.

**Indianola Chamber of Commerce
104 N. Howard Street
Indianola, IA 50125**