**Executive Director of Marion Chamber of Commerce Job Posting**

**Summary**

The Executive Director (ED) of the Marion Chamber of Commerce is responsible for the day to day operations and implementation of the programs of the Chamber as established by the Board of Directors.

These activities may include the development and promotion programs, events, and educational opportunities for members and the community. The ideal candidate will work to grow and retain membership, seek opportunities to increase the value of Chamber membership, and promote local economic development. The ED will report to the Marion Chamber of Commerce Board of Directors, the ideal candidate will also serve as the manager of the Chamber staff, and will organize and serve on Chamber committees.

**Qualifications**

* Energetic, professional with strong community and customer service skills
* A self starter with a strong work ethic
* Commitment to the Marion community
* Ability to work with personalities of all types.
* Creative, organized and detailed oriented
* Flexible schedule with evening and weekend hours available for special events
* Valid Driver’s License
* Ability to lift 25 lbs.

**Job Duties**

The primary function of the Executive Director must be to carry out the role, goals, and mission of the Chamber, as expressed through bylaws, policies, resolutions and actions of the Board of Directors. These goals and missions will evolve and change over time, as goals are achieved or abandoned, new objectives may be set. This may include:

* Monitor, supervise, and oversee the activities and projects of the staff on a close and frequent basis.
* Work with the Treasurer and finance committee to manage the finances of the Chamber.
* Work to maintain the Chamber’s competitive posture within the Chamber associations. The scope of the organization is the Southern Illinois Region.
* Direct short and long‐term objectives, policies, budgets, and plans for the organization and oversees their consistent interpretation, implementation, and achievement.
* Provide key performance indicators to the organization leadership.
* Represent the organization to the community, industry groups, membership, and the general public.
* Work with volunteers and the organization’s leadership to implement strategic plans.
* Directs an active outreach program to members, colleges and universities and to other professional organizations.
* Maintain effective communications and relations with the Boards, officers, and committee chairs, other organizations, and with other associations and boards.
* Promote professionalism and expertise of the Chamber to relevant audiences.
* Assists in identifying future issues affecting the Chamber and creates plans for the proper role of the organization in those issues.
* Build awareness and support for high standards in the Chamber among members, news media, regulators, and policymakers.
* Works with and serve as a member of all committees in whatever way necessary in terms of organizing and equipping them to carry out their programs or projects.
* Responsible for all communications with the general membership and the public. Answers all official correspondence.
* Attend all meetings of the Board of Directors, Chamber Committees, and of the membership.
* Work with the finance committee and Treasurer in seeing that the Chamber finances are handled in a proper and prudent manner within the approved budget. This includes the monthly preparation of financial statements, filing of taxes and other financial items as outlined in the finance policy.
* Represents the Chamber to individuals looking for new industrial or commercial locations within our area.
* Facilitates income through new members, re‐evaluation of accounts, and membership retention.
* Solicit membership.
* Must be able to lift up to 25 pounds.
* Valid driver’s license required
* This is an exempt position so working at night and on weekends will be required as needed.
* Other duties as assigned.

**Education and Experience**

* Bachelor’s degree in a related field preferred
* Three or more years of management experience
* Five or more years of sales and public relations experience preferred
* Experience with Chamber of Commerce preferred

**Skills and Abilities**

* Public speaking and presentation skills
* Strategic planning
* Financial competence
* MS Office proficiency

**To Apply**

**Please email resume and cover letter to** [**MarionChamberJanet@gmail.com**](mailto:MarionChamberJanet@gmail.com)

**Resumes must be received by July 11, 2018.**