

Executive Director
Aubrey 380 Area Chamber of Commerce
<http://www.aubreycoc.org>
Aubrey, TX

Description:

The Aubrey 380 Area Chamber of Commerce is seeking an energetic, self-motivating individual to fill the Executive Director (E.D.) position. The Aubrey area is a fast-growing community that will allow endless possibilities for professional growth.

The primary role of the E.D. is to maintain and grow the operations of the Chamber in partnership with and under the supervision of the Board of Directors. The E.D. is responsible for the overall marketing, growth, planning, organizing, and directing of chamber operations including event planning and finances. It is vital that the E.D. establishes relationships with businesses in the Aubrey 380 Area and works to positively impact the Chamber's mission, vision, and strategic plan.

Essential Duties and Responsibilities:

- The E.D. is the face of the community. Execute the policies of the Chamber.
- Prepare an annual budget and ensure the organization is managed within these financial guidelines; to be submitted to the full Board of Directors for approval. Upon passage of the budget, the E.D. shall have the authority to expend corporate funds within the income of the organization.
- Suggest and implement innovative and creative ideas for growth.
- Provide agendas for board meetings and take minutes.
- Provide background on issues in advance for board meetings.
- Serve as the chief advisor to the Board of Directors and provide overall strategic direction to the board and chamber
- Plan (3) fundraisers each year.
- Provide agendas for monthly luncheons as well as receive payments from members, make reservations for the location and food, set up for an event, and clean up.
- Coordinate new member development as well as manage proper membership record-keeping procedures

Qualifications:

Education and/or Experience:

- Bachelor's degree preferred
- Professional management experience in a progressive management position preferred
- Proven leadership skills
- Strong financial background with experience in QuickBooks software.
- The ability to speak well in public as well as in written format.

Language Skills:

- Excellent communication skills, including both written and verbal English.

Other Qualifications:

- Self-starter and entrepreneurial mindset
- Collaborative attitude, customer-service appreciation, and ability to always maintain a positive outlook

Physical Demands

The physical demands of this position include the ability to move tables, banners, speakers, microphones, amplifiers, and equipment for all events. 25 lbs.

Work Environment:

This position will require the ability to work beyond what is considered a normal workday/week (Monday-Friday between 8:30 am and 5 pm), while maintaining a 30-hour work week. This position sometimes requires before and after-hours work to successfully implement the Strategic Plan and other programs or events. Therefore, flexibility is a key requirement.

To apply please email Colleen Cameron at colleen@clcsignsbydesign.com