

Executive Director

Palestine Chamber of Commerce

<https://www.palestinechamber.org/>

Palestine, TX

Description:

The Palestine Area Chamber of Commerce is seeking a highly energetic, motivated, and results-driven individual to fill the position of Executive Director. The city of Palestine is a dynamic community where tranquil country living meets a culture of professional innovation and growth. The Palestine Area Chamber of Commerce embraces its role as organizer of many community events and cheerleader of the success of its city. With more than 500 members, the Palestine chamber is continuously growing. The Executive Director is responsible for the overall day-to-day management and coordination of all Chamber events and business activities. The Executive Director provides leadership in long and short-range planning, operational planning, problem-solving, and management of all personnel. The Executive Director directly supervises Chamber staff and coordinates projects with committees to achieve the Chambers Program of Work.

QUALIFICATIONS:

Bachelors degree preferred

Strong financial background with experience in budgeting software (QuickBooks preferred)

Knowledge of management techniques and procedures necessary for problem-solving, conflict resolution, and program development

Collaborate team-working efforts to achieve organizational goals

Knowledge of systematic plans, procedures, and skills in developing program plans

Ability to speak well in public as well as in the written form

Economic development experience

RESPONSIBILITIES:

The Executive Director is the face of the community

Execute the policies of the Chamber

Activate the Program of Work

Hire/terminate all staff as necessary (HR management of personnel)

Allocate Chamber resources including staff time to accomplish Chamber Program of Work

Accomplish the overall administration of the Chamber and its budget

Manage the affairs of the Chamber

Provide background on issues in advance of the board meeting

Provide orientation sessions for the Board, Officers, and committees

Keep Chamber Policy Manual current and accessible at board meetings

Draft the Agenda for Chair input and approval

Advise the Chair and keep him/her informed of issues affecting the Chamber

Provide Board with monthly activity reports and known motions in Agenda packets

Maintain effective internal and external public relations

Utilize partnerships with local agencies as appropriate

Administrative Duties:

Supervision and Scheduling of assigned staff

To apply please email Angela Howell at angelahowell@benekeith.com.