

Chamber President

Willmar Lakes Area Chamber of Commerce

Willmar, MN

<http://www.employment-plus.com>

Posting Closes: 5:00 pm on March 31, 2023

Apply: beckyh@employment-plus.com

Summary of Position:

Reports to: Chair, Board of Directors

Salaried: Exempt

The WLACC President is accountable to the Board of Directors and has responsibility for the Chamber's administrative affairs, finance management, supervision of staff and coordination of chamber and committee activities towards prescribed goals and action strategies as part of the annual program of work. Directs and delivers membership development efforts including recruitment, retention, communication, training, and services. Represents and promotes Willmar Lakes Area on city, county, state, and national level. Acts as a catalyst for change and provides strategic leadership for the Chamber and region. This position also manages numerous partnerships and entities all while in the best interest of the Willmar Lakes Area Chamber communities.

Roles and Responsibilities:

The Chamber President is responsible for initiating, implementing, and evaluating all aspects of Chamber activities. Primary responsibilities include:

- Operations. Management of staff and the organizations budget.
- Management. Guides the development of the chamber's overall program of work
- Long-range planning for the organization.
- Membership relations, including sales and retention.
- Policy recommendations to the Board.
- Be a visible member of the Lakes Area communities.
- Ability to collaborate with various entities on all levels.

The Chamber President is responsible for hiring the Chamber's employees and working closely with the Chamber/CVB staff and committees to translate Board objectives into specific plans for achievement of immediate targets. The Chamber President shall motivate and encourage Chamber/CVB staff to develop appropriate policies and programs within their assigned areas, monitor delegated responsibility, and annually appraise the performance of the employee's and that of the Chamber as a whole against appropriate, predetermined

objectives.

Qualifications:

Effectively working with a Board of Directors.

Membership sales, recruitment, and retention.

Budgeting (\$300,000+ annual budget).

Knowledge of and the ability to utilize financial statements.

Marketing education and/or experience.

Fundraising and event management.

Human Resource skills.

Supervision of staff.

Experience with Convention & Visitors Bureau's.

Recruiting, motivating, supervising, and soliciting cooperation of volunteers.

Maintaining physical environment.

Knowledge of the process to advocate for Chamber and business policy at all levels.

Excellent verbal and written skills.

Organizational and time management skills.

PC Skills.

Able to negotiate with several entities to accomplish the goal.

Desired Experience

Two or more year's attendance at the US Chamber Institutes for Organizational Management or equivalent experience.

Three to five years of Chamber leadership preferred.

Knowledge & Skills Required:

To be qualified for this position, the person must possess excellent communication and listening skills, the ability to understand many aspects of various businesses; industrial, commercial, and retail. She/he should also demonstrate a high level of selling skills and the ability to influence business decision makers and staff. The position requires creative planning skills, and strong follow through of projects. The candidate must have the ability to maneuver through complex situations quietly and effectively.

Education: B.A., B.S., or Master's degree preferred.