

Lead Area Chamber of Commerce – Executive Director Position Description

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Job Description

Looking for an opportunity to grow in an expanding organization? The Lead Area Chamber of Commerce is searching for the right individual to fill our Executive Director position. We are experiencing growth in fulfilling our Mission and want a proven leader to continue expansion while showing fiscal responsibility. Lead is a growing community providing an incredible time to see the Chamber move forward. If you are interested, please review the job description below and send your resume to srose@coeur.com.

Executive Director (ED)

The Executive Director (ED) will have a passion for Lead, its history, future, businesses, and tourism. The ED will be responsible for two (2) different aspects of the Chamber: 1) Leading the LACC and supporting its members, and 2) Presenting Lead as a tourist/vacation area. The ED is the key leader of the Lead Area Chamber of Commerce (LACC). The ED is responsible for overseeing the administration, programs, events and strategic direction and financial health of both organizations. The ED will invest in Lead and put a strong focus on relationships within the community.

DUTIES:

- Financial: The ED is responsible for development of resources sufficient to ensure the financial health of the LACC. The ED works closely with the staff to develop and implement revenue streams from membership, sponsorship and other fundraising efforts. The ED is responsible for work conducted through subcontractors including accountants and bookkeepers to oversee all financial aspects of running the organization. The ED is responsible for creation and maintaining an annual budget, providing monthly financial statements and reporting to the board on payroll, bills and bank accounts status.

- The ED is responsible for preparation of a monthly packet of information to distribute to the board members and attend and report each month at the meeting. The ED reports to the board and follows the guidance of same.
- Marketing: the ED is responsible for all advertising choices, oversee design and identity standards and managing working relationships with contractors, staff and the board. The ED is responsible for all marketing to be created and distributed in a timely manner including all print items: posters, the annual magazine, the monthly newsletter and the weekly email. The ED upholds our stringent identity standards and understands the value of this.
- Membership & Sponsorship: The ED will work closely with staff, contractors and any board member to maintain relationships with members, overseeing the growth and development of the membership and sponsorship programs.
- Visit Lead: The ED is responsible for continued development of the tourism arm of the LACC. Including investing in group sales, attending tourism conferences, and making sure that Lead continues to develop as a tourist destination.
- Events: The ED is responsible for all aspects of events, including continuing our current events and adding new events as appropriate and budget constraints allow. This includes interaction with the community, contractors and staff to ensure success of the events.
- Management: The ED is responsible for meeting regularly with each direct report, and hold one administrative staff meeting weekly or bi-weekly as needed to keep all staff informed, supported and morale high. The ED shall compile a monthly report from each of the direct reports to help prepare for the monthly board meeting. From time to time it may also be appropriate to have weekly board update meetings.
- The ED or an appropriate staff member will attend all city commission meetings and the annual budget planning meetings each summer. The ED is responsible for arranging a regular meeting with the city manager to work on upcoming events and needs, as well as meeting regularly with the city commissioners and mayor to keep updated on current operations and programs. It is crucial that the LACC maintain a good working relationship with the city to continue sustainability.

- Within the guidelines of the Board, the ED is responsible for all hiring and management decisions to further the goals of the organization. The ED should work closely with board members who have expertise in this field.
- The ED along with the staff and any board members will create a strategic plan and carry out strategic goals. This should be done every year, updating the previous year's plan.
- There may be other duties as assigned by the Board.

SKILLS

- Ability to work independently and also as part of a team
- Excellent communication both verbal and written
- Organizational and leadership
- Public speaking and presentation
- Fundraising and development
- Strong interpersonal skills
- Grant Writing
- QuickBooks online
- Energetic and positive outlook
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Ability to effectively communicate the organization's mission to donors, volunteers and the overall community.
- Demonstrated ability to oversee and collaborate with staff.
- High-level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, volunteers and donors.
- Excellent donor relations skills and understanding of the funding community.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.

EDUCATION & EXPERIENCE

- Previous fundraising and development experience
- Strong financial management experience
- College degree a plus but equivalent work experience suffices
- Five years upper management experience
- Experience working with the public, and building relationships
- Sales experience a plus
- Previous experience working with and reporting to a board of directors
- A history of successfully generating new revenue streams and improving financial results.
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers.

REQUIREMENTS

- Unwavering honesty and integrity
- Maintaining utmost transparency and accountability with your board of directors and the community.
- Ability to maintain a professional well-groomed appearance
- Always ready and willing to meet the public with a positive attitude and upbeat demeanor
- Reliable transportation to and from work - as a portion of this job will entail traveling to visit members and sponsors.
- Living in the Lead area once in the position

EXPECTATIONS

As a salaried position, the ED will need to work non-standard hours in order to be present at events. In this respect, the ED is always representing the City of Lead and all of its community; appropriate presentation of the organization is expected.

Hours: Minimum of 40 hours/week. This schedule is to be set by the ED with the approval of the Board of Directors. This position will require attendance at non-standard times for special events.