



DAYTON AREA CHAMBER OF COMMERCE

POSITION DESCRIPTION

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| Position Title: President & CEO | Date: Revised Date: |
| Supervisor's Title: Chair, Board of Trustees | F.S.L.A: Exempt |
| Chair Approval: Date: | Location: Downtown Main Office |

Position Overview:

Plans, organizes, directs and controls the Chamber's services, products, economic development and public policy activities for association's members and responds to the needs of its members within available and agreed upon financial resources.

Developing and maintaining a collaborative working relationship between the Dayton Area Chamber of Commerce, and other key business & public policy organizations, other regional chambers and other regional organizations to foster a nurturing business environment for members.

Delegates portions of his/her responsibilities consistent with sound operations and authorized policies and procedures, together with proportionate authority for their fulfillment through subordinate managers responsible for member services, marketing, business services, public policy, financial, human resource, economic development and other related functions.

Responsibilities:

- Assure the development and successful implementation of the Dayton Area Chamber of Commerce's multi-year strategic plan and the corresponding annual Business Plans as approved by the Board of Trustees.
- Assure effective and profitable operation for the Dayton Area Chamber of Commerce through optimum use of human resources, financial resources, equipment, technology, and processes in order to fulfill the goals of the organization.
- Assure the Board of Trustees receive relevant, timely communication to enable the Board to operate at maximum effectiveness; coordinates all Board meetings, including development of the agenda; and execute the Board Governance Plan including the coordination of membership on Board Committees.
- Assure sound business practices are in place and used by all staff. Assure staff is delegated authority and is compensated commensurate with responsibilities.
- Assure effective communication with the Board of Trustees, members, all outside stakeholders and internal staff.
- Assure the human resources are managed in order to create a positive and productive work environment that meets all legal requirements.
- Assure the critical success factors of the organization are constantly highlighted and addressed.
- Lead in identifying and securing revenue generation opportunities that provide benefits to the members.
- Lead in other key initiatives as needed by the organization.
- Act as the primary spokesperson for the organization.

- Engage in direct member contact.
- Recruitment of new members.
- Utilization of IMIS database system.
- Delivery of information services to members.
- Coordinate Officer/Board/Chair development.
- Volunteer committees working with this position:
 - Board of Trustees
 - Executive Committee
 - Management Compensation & Review Committee
 - Governance Committee
 - EPI Board of Trustees
 - Leadership Dayton Board of Governors
 - Accreditation Review Committee
 - Strategic Planning Committee
- Positions reporting directly to the President & CEO:
 - Vice President – Operations
 - Vice President – Member Relations
 - Vice President –Public Policy & Economic Development
 - Vice President – Marketing & Communications
 - Executive Director – Education & Public Improvement Foundation
 - Director – Administration
 - Director – Workforce Education & Employer Services

Qualifications:

EDUCATION / EXPERIENCE:

- Bachelor’s degree required, Masters Degree a plus
- Certification encouraged; preferred Certified Association Executive (CAE) or Certified Chamber Executive (CCE)
- Five years related experience working in an executive position with significant personnel, financial and strategic responsibility
- Significant supervisory experience preferred

TECHNICAL:

- Proficient knowledge of computer systems, specifically in MS Office products.
- Outstanding public speaking and presentation skills.
- Outstanding time management skills
- Ability to communicate – verbal, non-verbal and listening skills with volunteers, members, peers, and co-workers.
- Supervisory skills – ability to plan, organize, and delegate

PHYSICAL REQUIREMENTS:

- Some lifting and carrying
- Requirements generally occurring in an office environment, including but not limited to: keyboarding, file retrieval, and communicating (verbal and written).

“This description is intended to provide an overview of the responsibilities and duties of the position. It is not all inclusive. The incumbent may be required to perform job-related responsibilities and tasks other than those stated in this description commensurate with the needs of the organization. The responsibilities may also change over time. This Position Description is provided for informational purposes only and does not form the basis of a contract.”

- Utilization of IMIS database.
- Functions reporting directly to this position –
 - Senior Administrative Assistant
 - Director, Public Policy
 - Director, Business & Economic Development
 - Manager, Training & Development
 - Manager, Business Programming
 - Project Specialist II
- Volunteer committees working with this position:
 - Public Policy Oversight
 - Economic Development Oversight
 - Legislative & Regulatory Affairs Committee
 - Military & Federal Government Affairs Committee

Qualifications:

EDUCATION / EXPERIENCE:

- Bachelor's degree preferred, preferably in related field (i.e. Political Science)
- Five or more years -
 - related experience working in the economic development/public policy area
 - work as a lobbyist or within government. Registered state lobbyist a plus
 - supervisor experience.
- Close personnel relationships with economic development officials and state, local, and federal elected officials a must.

TECHNICAL:

- Excellent public speaking, research and writing skills
- Ability to establish cooperative and effective relationships with members and elected officials.
- Understanding of member advocacy needs
- Expertise in analyzing complex legislation
- Lobbying experience
- Knowledge of legislative and military processes in order to interact with these types of persons for our members benefit.
- Proficient knowledge of computer systems, specifically in MS Office products.
- Outstanding time management skills
- Ability to communicate – verbal, non-verbal and listening skills with volunteers, members, peers, and co-workers.
- Supervisory skills – ability to plan, organize, and delegate

PHYSICAL REQUIREMENTS:

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| Position Title: Director – Public Policy | Date: Revised Date: |
| Supervisor’s Title: Vice President –Public Policy & Economic Development | F.S.L.A: Exempt |
| President/CEO Approval: Date: | Location: Downtown Main Office |
| Position Overview: To provide for the establishment, continuation and growth of Chamber members through involvement in public policy issues on the local, state and federal levels. | |
| Responsibilities: <ul style="list-style-type: none"> • Work closely with local, state and federal agencies and governments in advocating for public policy issues that positively affect Chamber members. • Provide staff leadership to various public policy committees including the Dayton/Miami Valley Safety Council, the Legislative & Regulatory Affairs Committee and Energy & Environment Committee. • Communicate the Chamber’s public policy activities and/or positions by updating the Chamber’s web site and publishing ChamberWatch. • Plan, manage, and deliver ongoing governmental affairs programming to increase awareness to members and the business community including, but not limited to the government affairs breakfast program, the Legislative Day in Columbus, Legislative Receptions, Washington D.C. Fly-In and other special events. • Serve as an Ombudsler for Chamber members by assisting members in navigating state and federal bureaucracies to solve permitting, licensing, and other administrative problems. • Assist in Priority Development and Advocacy Quality of Life Committee. • Support the Chamber’s role in the Healthcare Quality & Cost Council. • Support the Chamber’s role to create cost savings measures in local governments through the coordination and establishment of regionally shared/combined governmental services. • Manage the development of the Chamber’s legislative and regulatory agenda and legislative scorecard. • Direct the Dayton/Miami Valley Safety Council’s membership, programming, advocacy efforts and budget to produce desired results within financial constraints. • Identify and secure corporate sponsorships (cash and in kind) to support each program at budgeted levels. • Research and implement public policy strategies that benefit Chamber members. • Develop and maintain relationships with key government agency personnel and elected officials. • Engage in direct member contact. • Delivery of information services to members. • Assist in identifying and securing revenue generating opportunities that provide benefits to our members. • Recruitment of new members. • Utilize the IMIS database system. | |

- Functions reporting directly to this position –
 - Manager –Safety, Health & Environmental Programming

- Volunteer Committees working directly with this position:
 - Legislative & Regulatory Affairs Committee
 - Energy & Environmental Committee
 - Dayton / Miami Valley Safety Council Board

Qualifications:

EDUCATION / EXPERIENCE:

- Bachelor's degree preferred, preferably in related field
- Two years related experience working in the public policy arena
- Two years supervisory experience.

TECHNICAL:

- In depth understanding of how local governments and education providers are structured and decisions are made.
- Understanding of business and how local policies and legislation can affect the profitability of business.
- Experience with accounting procedures, budget preparation and management ability to price programs with net profitability.
- Marketing skills to market programs for maximum benefit to members and the Chamber.
- Proficient knowledge of computer systems, specifically in MS Office products.
- Outstanding public speaking and presentation skills.
- Outstanding time management skills
- Ability to communicate – verbal, non-verbal and listening skills with volunteers, members, peers, and co-workers.
- Supervisory skills – ability to plan, organize, and delegate

PHYSICAL REQUIREMENTS:

- Some lifting and carrying
- Requirements generally occurring in an office environment, including but not limited to: keyboarding, file retrieval, and communicating (verbal and written).

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DAYTON AREA CHAMBER OF COMMERCE

POSITION DESCRIPTION

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|---|--------------------------------|
| Position Title: Manager – Member Events | Date: Revised Date: |
| Supervisor’s Title: Vice President – Member Relations | F.S.L.A: Exempt |
| President/CEO Approval: _____ Date: _____ | Location: Downtown Main Office |
| <p>Position Overview:</p> <p>To successfully develop, manage, and market high-quality business-to-business networking programs that will assist member companies and expand their business opportunities.</p> | |
| <p>Responsibilities:</p> <ul style="list-style-type: none"> • Directly responsible for the development and execution of the following programs, at a minimum, at levels established in the annual budget and business plan: <ul style="list-style-type: none"> ▪ Annual Membership Meeting ▪ Chamber Challenge Golf Outing (Annually) ▪ Business After Hours (Quarterly) ▪ Breakfast Briefing (Monthly) ▪ Member Orientation (Quarterly) • Prepare annual budgets, and specific action time lines for each program area. Work within the budgetary guidelines of each program and price programs so that they produce net contributions unless instructed otherwise by senior management. • Execute the planning and logistics for on-site and off-site networking conferences, meetings and events. • Assess event objectives and determine most cost-effective means to deliver results. • Produce the event schedule. • Identify and secure corporate sponsors (cash and in-kind) to support each program at budgeted levels. • Solicit feedback and meet with member-businesses and sponsors to identify opportunities to increase efficiencies and cost-savings. • Manage client, sponsor and organization’s expectations with clear and persuasive communication. • Coordinate the activities for the Quarterly Member Orientation programs including but not limited to securing 75-90 attendees, building the agenda and engaging our Group Value partners. • Benchmark with outside events departments/efforts to learn and share best practices. • Proactively identify improvement opportunities and solutions, including the identification of new valuable opportunities for member networking. • Work with all departments within the organization to market networking meetings and events to increase participation and company awareness using various vehicles. • Create new and innovative activities to evolve program offerings based on changing business needs and feedback from business partners, team members and vendors. | |

- Delivery of information services to members.
- Engage in direct member contact.
- Assist in identifying and securing revenue generating opportunities that provide benefits to our members.
- Recruitment of new members.
- Utilize the IMIS database system.
- Volunteer committees working with this position:
 - Business After Hours Committee
 - Breakfast Briefing Committee
 - Chamber Challenge Golf Committee

Qualifications:

EDUCATION / EXPERIENCE:

- Bachelor's degree or three years related work experience in event management

TECHNICAL:

- Marketing skills to promote event participation
- General knowledge of budget preparation
- Understanding of business sectors and business relationships in our community
- Knowledge of available business education options around the region
- Understanding of current and leading edge business training and leadership techniques and needs
- Proficient knowledge of computer systems, specifically in MS Office products.
- Outstanding public speaking and presentation skills.
- Outstanding time management skills
- Ability to communicate – verbal, non-verbal and listening skills with volunteers, members, peers, and co-workers.

PHYSICAL REQUIREMENTS:

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DAYTON AREA CHAMBER OF COMMERCE

POSITION DESCRIPTION

| | |
|---|--------------------------------|
| Position Title: Project Specialist I | Date: Revised Date: |
| Supervisor's Title: Vice President – Member Relations | F.S.L.A: Non-Exempt |
| President/CEO Approval: _____ Date: _____ | Location: Downtown Main Office |
| <p>Position Overview:</p> <p>Functions as the administrative assistant for the Member Relations Department</p> | |
| <p>Responsibilities:</p> <ul style="list-style-type: none"> • Provide all administrative assistance to the Vice President of Member Relations. • Compile and deliver lists of new and canceled members to group value service providers on a monthly basis. • Prepare and mail renewal letters from the Chair of the Board of Trustees. • Prepare and mail renewal packets on a weekly basis. • Prepare and mail pre-renewal and new member packets on a monthly basis. • Prepare and mail Chamber Advantage packets to new and renewing members as per the pre-determined schedule. • Keep an inventory of plaques/membership packets/guides, group value program marketing materials and other material relating to membership. • Coordinate the Ambassador Club database and correspond with members of the Club as needed. • Assist in the maintenance and updating of member demographic information in the IMIS database system. • Provide relief for reception desk. • Assist in the administration of the volunteerism committee. • Perform other clerical duties as necessary to support the function. • Coordinate routine correspondence with members such as new member packets, program interest information, renewal packets. • Assist in identifying revenue generating opportunities that provide benefits to the members. • Engage in direct member contact. • Delivery of information services to members. • Recruitment of new members. • Utilization of IMIS database system. • Volunteer Committees working with this position <ul style="list-style-type: none"> ○ Ambassador Club | |
| <p>Qualifications:</p> <p>EDUCATION / EXPERIENCE:</p> <ul style="list-style-type: none"> • High school or equivalent | |

- Experience of three years in an administrative position.

TECHNICAL:

- Outstanding time management skills.
- Meeting and travel planning experience.
- Proficient knowledge of computer systems, specifically in MS Office products.
- Outstanding time management skills
- Ability to communicate – verbal, non-verbal and listening skills with volunteers, members, peers, and co-workers.

PHYSICAL REQUIREMENTS:

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