



Job Announcement

INTERIM Director, Chamber of Commerce

Interested Parties must submit updated resume, cover letter, and three references to ckarlson@wceams.com no later than December 7, 2018.

DEFINITION:

Under general direction of the Executive Director, uses analytical abilities and strong interpersonal skills to support the development and implementation of a well-defined set of Chamber of Commerce programs and projects that fulfill the Mission of the Washington County Economic Alliance (WCEA) and its members. The successful candidate will direct the day to day operations of the chamber and also provide professional support to the Executive Director with other general chamber of commerce, retail, and commercial development priorities. The successful candidate will lead the chamber in the recruitment and retention of members and in the planning and implementation of chamber programming and events. The position will require the exercise of independent judgment and constant business and community outreach. The successful candidate must strive to help the community develop a better understanding of the functions and positive impacts the Chamber and the WCEA have on the region.

ESSENTIAL JOB FUNCTIONS:

Examples of Key Duties: (Duties are illustrative and not all inclusive. Individual assignments may vary.)

- Develops and implements an annual membership recruitment program and meets recruitment goals. Recruit new members to the Chamber through leads and cold calling. The success of the recruitment program will grow the membership of the WCEA.
- Develops and implements an annual retention program and meets retention targets to support the growth of the Chamber in the county.
- Planning, coordination, promotion, and implementation of Chamber events including Chamber luncheons, business after hours, ribbon cuttings, annual meeting, and other programs as developed.
- Maintains Chamber event calendar, and updates the Chamber's webpage and social media to keep the membership and community at large informed of available activities and programs in the community.
- Serves as a point of contact between the Chamber division of the WCEA and community volunteers and organizations supporting the implementation chamber programs including Leadership Washington County and any other ad-hoc committees as needed.
- Recruits and manages volunteers as needed. Specifically develops and supports the Ambassador program.
- Tracks membership and event data and provides membership and event reports to the Executive Director and Board of Directors as required.

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- Provides staff support to committees as needed, including preparing agendas, scheduling, taking notes and managing committee correspondence.
- Provides occasional assistance as needed with administrative projects, including mailings, records, filing, etc.
- Perform additional tasks as directed. Office embraces a team approach and employees must be willing to assist with other projects as needed.
- May provide administrative supervision to clerical staff.
- Performs other duties and special projects as directed by the Executive Director. Attends evening and weekend events as required.
- Some local, regional, or national travel might be required.

QUALIFICATION REQUIREMENTS

Education and Work Experience

Bachelor's degree in business, finance, economics, marketing, economic development, or related field. A minimum of two years working in a Chamber of Commerce or in a similar position, in sales, business development, entrepreneurship development, or related field preferred. Experience working with the retail community and the commercial sector is desirable. Experience with fundraising and the coordination of volunteers is desirable. A master degree is not required but preferred. Chamber of Commerce or other professional certifications including CEcD, PCED are not required but strongly preferred.

Competencies:

Must demonstrate proficiency in basic Microsoft office software including Word, Excel, Power Point, Outlook, and Adobe Acrobat. Experience with Adobe Photoshop, InDesign, and Illustrator (and applications) is highly desirable.

- Positive - Must have a positive and professional attitude and a desire to serve.
- Respectful - Must be able to establish respectful and harmonious working relationships; have the ability to tactfully deal with Chamber members, community stakeholders, business representatives, and economic development partners.
- Analytical – able to measure program potential, forecast participation, and develop reports useful to management
- Problem solving – gathers and analyzes information to support the resolution of challenges in a timely manner
- Communication – conveys information persuasively, respectfully, in positive or negative situations, and showcases good presentation and interpersonal skills
- Technical skills – demonstrates a working knowledge of general office skills, management principles, internal control procedures, and computer software knowledge
- Interpersonal skills – exhibits the ability to get along well with others, is open to new ideas, makes self-available to staff, accepts authority and responsibility and is customer service oriented

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WASHINGTON COUNTY ECONOMIC ALLIANCE

A Chamber & Economic Development Partnership

- Quality management –continuously looks for ways to improve and promote quality and demonstrates accuracy and thoroughness
- Judgement –displays sound judgement and maintains full awareness of how his/her communications reflect on the WCEA and its members. Displays willingness to make independent decisions, makes timely decisions, and accepts responsibility for results.
- Planning / organizing –prioritizes and plans work activities without supervision, uses time efficiently and develops realistic action plan
- Confidentiality, safety and security –actively promotes and personally observes confidentiality, safety, and security procedures.

COMPENSATION:

Will be determined based on skill and experience.

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