

Stuart Chamber of Commerce Executive Director Job Description

Position Title: Executive Director **Reports to:** Chamber Officers

General Summary:

Responsible for recommending action to the Chamber Officers for the continued success of the Stuart Chamber of Commerce. The Executive Director develops, promotes and plans events and functions, communicates effectively with the leadership and membership on needs, ideas and opportunities, and develops and implements an annual organizational plan that advances the general welfare and prosperity of Stuart and our Chamber members.

The Executive Director is enthusiastic, creative and well organized, and they are an excellent communicator capable of functioning well in an independent environment.

The Executive Director will enjoy a flexible work schedule including work from home availability. They will also enjoy autonomy and a quick paced, ever changing work day with evening meetings or events and weekend events required at times.

Duties and Responsibilities:

Chamber Development – Anticipate emerging and long-term planning needs of the Chamber. In conjunction with the Officers, devise and implement a strategic plan and annual program of work to advance the Chamber’s mission, this includes: event goals and dates, membership targets, an overall communications plan (website, social media, potential newsletter, and annual events calendar), and an annual budget. The director should utilize bylaws, precedence and evaluations as planning and implementation tools. The director will organize, set up and coordinate monthly chamber meetings.

Events/Community Outreach – The Executive Director will present event opportunities to the Officers and will oversee all event preparation, utilizing volunteers to carry out event objectives. The Director will work to garner community support as well as sponsorship for events as needed. Each new and existing event must include a budget. Specific events include the annual chamber dinner, annual WCV teacher breakfast, Good Egg Days and other events as planned.

Promotions – Create advertising and marketing materials as necessary to heighten chamber/community participation. Create, update and maintain a consistent social media presence on FaceBook, Instagram, the chamber website and digital scrolling sign. Grant writing will be necessary from time to time.

Membership Relations – Development and retention of current and future membership prospects. Keep consistent, strong lines of communication open between all parties, by encouraging member input and feedback, visiting members, and keeping up with community and tourism organizations. Execute annual membership campaign, member visits, and new member welcomes as necessary. Analyze and interpret the needs of members and make recommendations to increase membership value, engagement and

financial support. Act as a liaison between the officers, chamber members and the community. Hold consistent weekly office hours in town to meet with or best serve business owners.

Finance – Formulate the Chamber’s budget along with the Officers. Prepare financial guidelines for each event held by the Chamber and ensure events follow budgetary guidelines to meet goals of each event. In addition, the Executive Director is responsible for tracking and recording incoming and outgoing funds in tandem with the Treasurer.

Officer Relations – Build and maintain strong relationships and communications with the Officers. Provide necessary leadership to garner full engagement of officers. Plan and organize committee and officer meetings, and coordinate plans and agenda for these meetings.

Interpretation of Bylaws – The Executive Director will ensure that the Chamber bylaws are properly kept up-to-date and implemented. They will assist the Officers and necessary committees in interpretation or amendment of bylaws as needed.

Personal Characteristics and Experience:

- Familiarity with the unique challenges of running a chamber; someone who understands the dynamics of a chamber of commerce or similar membership organization and who is genuinely interested in working effectively within that realm
- Executive style that can generate respect and support from a wide range of constituents including large and small business, nonprofits, community groups and elected leaders.
- Passion for Stuart
- Experience in understanding and developing accurate financial budgets, marketing plans, branding and all other necessary plans to operate the day-to-day and long-term action plans of the Stuart Chamber of Commerce
- Motivational leader who can attract, retain, train and develop and empower volunteers
- A great listener who can articulate the Chamber mission and vision to retain and attract new members
- Time management skills and an ability to prioritize responsibilities
- Reliable, self-motivated, outgoing and ability to motivate others. Excellent verbal and written communication skills. Strong networking and leadership skills. Even temperament, even when under stress. Ability to function well as part of a multi-functional team. Presents a professional image whenever representing the Chamber.

Typical Physical Activity

- Speaking, hearing, reading, and understanding English.
- Repetitive motion
- Pushing/pulling/kneeling/bending
- Stooping/crouching
- Lifting and carrying
- Able to lift up to 50 pounds
- Reaching overhead
- Sitting, standing, walking for long periods of time
- Visual and mental concentration

Qualifications

- Education/Experience: High School Diploma/GED + relevant experience
- Reliable attendance at events, committee and board meetings, and during office hours.
- Able to use Microsoft Office, Google Drive, Canva, Facebook, Instagram, video feature on cell phone and other necessary programs needed to accomplish the job
- Social media experience required; marketing experience preferred, or willingness to learn
- Successful grant writing experience preferred

Certifications and licenses: Valid driver's license required

Status: Part time (~10 hours a week, on average)

Pay: Based on experience

To apply, complete 2 steps:

- 1) Apply: <https://forms.gle/ZryaNCh6KkiC2wGQ6>
- 2) Email a resume to stuartiowachamber@gmail.com