

**WYTHEVILLE-WYTHE-BLAND CHAMBER OF COMMERCE
EXECUTIVE DIRECTOR POSITION DESCRIPTION**

Class Title: Executive Director
Department: Chamber of Commerce
Full Time Position
Salary Range: \$46,033 - \$74,041
Grade 14

POSITION SUMMARY

The Executive Director is responsible for providing strategic leadership and supporting business development and membership success as defined to advance the interests of the Chamber in furtherance of policies established by the Board of Directors of the Wytheville-Wythe-Bland Chamber of Commerce.

The Executive Director works with the Chamber Board of Directors, Chamber staff, Chamber members and the local community to establish long-range goals, strategies, plans, and policies and with business and government leaders to advance the Chamber's mission and to promote inclusive growth throughout the community. The Executive Director demonstrates credibility, professionalism, integrity and avoids any real or perceived conflicts of interest.

The Executive Director establishes and maintains strong working relationships with others across multiple socioeconomic and cultural backgrounds. Serves as the chief administrative manager ultimately responsible for the total operations of the Chamber and is the primary point of contact for the officers, directors, members, and staff.

The Executive Director is a full-time position with some weekend and evening work required. Successful candidate will be placed on the Town of Wytheville payroll system. Administratively, the Executive Director will be considered as a Town of Wytheville employee and subject to policy adherence as set forth in the Town of Wytheville personnel and safety policy, and therefore, eligible for all benefits provided in the policy.

Performance is reviewed through observation and desired results with a performance evaluation by the Chairman and Executive Committee and forwarded to the Town of Wytheville Human Resource Department for placement in the employee's personnel file. There is no employer/employee relationship between the Town of Wytheville and the Executive Director, however, a Memorandum of Understanding is in place for the Executive Director of the Chamber of Commerce to work for and report solely to the Board of Directors of the Wytheville-Wythe-Bland Chamber of Commerce.

SUPERVISION RECEIVED

Works under the supervision of the Chamber of Commerce Chairman or in his/her absence will work under the guidance of the Executive Committee.

SUPERVISION EXERCISED

Responsible for direct supervision, selection, employment, performance reviews, termination (after consultation with the Executive Committee), and organizational alignment of all employees. Provides specific and clear instructions to office staff regarding special projects/activities to be performed. Implements standard policies and procedures for daily operations and conducts regular staff meetings. Oversees volunteers, seasonal part-time and intern staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Works directly with the Board and Committees in development and implementation of programs and policies.

Assists the Board in developing and assuring that the Strategic and Action Plan are updated and met annually.

Develops and follows budget guidelines approved by the Chamber Board of Directors. Keeps accurate records of all expense, income, accounts payable and membership investments with the use of QuickBooks Pro and/or other appropriate software to provide accurate and appropriate financial documents for Board acceptance. Develops strategies to maximize financial resources to meet the Chamber's mission.

Works with the Board Chairman to create board meeting agendas and secure guest speakers.

Conducts the official correspondence, preserves all books, documents, meeting minutes and communications. Keeps record of all proceedings of the Chamber, board of directors and all committees.

Serves as an ex officio member of the Chamber Board of Directors and all committees.

Oversees and assists with goal-oriented membership recruitment/retention efforts along with adding value added benefits for the membership.

Engages and recruits volunteers for committees and assists in developing an effective board of directors and slate of officers.

Works closely and maintain a good working relationship with other economic development groups, government agencies, civic groups, etc. to promote the area in a positive manner.

Oversees all marketing, communications, and public relations activities for the Chamber including various Facebook pages, website, and other social media accounts.

Negotiates and approves contracts as required for vendors, office equipment, insurance policies, banking agreements, etc.

Serves as the media spokesperson for the Chamber with or in the absence of the Board Chair or other designated Board Member. Responsible for writing all media releases.

Works with entrepreneurs to start or expand businesses to assist with basic knowledge of small business operations.

Welcomes new Chamber members and schedules ribbon cuttings.

Responds to inquiries from various sources with accurate feedback and responses.

Attends and actively participates in local and regional boards and committees.

Other duties as needed or required to operate an efficient office.

Duties, responsibilities, and activities may change at any time with or without notice to meet the mission of the Chamber.

PERIPHERAL DUTIES

This position requires travel within and adjacent to the Chamber's service area on a regular basis and may require, from time-to-time, travel outside of the local area for conferences or special meetings.

DESIRED MINIMUM QUALIFICATIONS

Experience in the following areas: finance, governance, general administration, leadership development, program/project management, fundraising, marketing, and sales.

Bachelor's degree preferred but not required. Demonstrated experience in leadership roles, including supervisory experience.

Valid driver's license and reliable transportation.

US Chamber Institute graduate preferred or the ability to obtain IOM designation.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of modern office practices and procedures using updated computers/software.

Knowledge of accounting principles and practices.

Must be able to work independently, handle multiple tasks and deadlines.

Experience working with diverse groups and varied industries to promote inclusive growth.

Demonstrates strong written and verbal communication along with strong presentation abilities.

TOOLS AND EQUIPMENT USED

Performs routine tasks typical in an office setting such as using computers, phones, photocopiers, and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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WORK ENVIRONMENT

A professional office environment with a noise level that is usually quiet. This position also requires the candidate to perform tasks to set-up and participate in events with or without the assistance of others. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; criminal background; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Salary is dependent on experience.

HOW TO APPLY

Submit a cover letter, resume, application along with reference letters to the Human Resource Department of the Town of Wytheville.

Approval: _____
Chamber Chairman of the Board

Effective Date Updated:
December 2021