

MACC Executive Director Job Description

(March 2005, Revised 2006, 2019)

TITLE: Executive Director

REPORTS TO: Board of Directors

GENERAL: The Executive Director is the “Chief Executive Officer” of the Mason Area Chamber of Commerce, reporting to the 13-member Board of Directors who set the policy and direction of the Chamber. The Executive Director is responsible for carrying out the policies and direction on a day-to-day basis and for developing longer-term programs, events and activities to achieve the Board’s goals. The Executive Director is expected to manage the Chamber in a business-like manner with adherence to budgets, maintaining a favorable public perception, and with the assistance and support of staff and volunteers.

Two priorities of managing the Chamber are: (1) providing services to the membership, and (2) growing the membership. Providing services to the membership is the Executive Director’s primary responsibility while growing the membership is a shared responsibility of the Board and the Executive Director. The Board, either through individual personal action or through a membership committee, is responsible for soliciting new members with strong staff support from the Executive Director. The Executive Director is responsible for maintaining a welcoming setting for new members and for seeking new members when appropriate.

SCOPE: Overall responsibilities include, but are not limited to, develop and implement the annual program of work, prepare and manage budgets, implement events and activities, manage and coordinate the daily activities of the organization, coordinate the Chamber’s volunteer network, is the secretary to the Board of Directors, prepares agenda packets for meetings and compiles minutes of meetings as provided by the secretary(s), provides media relations, and is liaison with community-wide organizations and governments.

RESPONSIBILITIES & DUTIES:

I. PROGRAM OF WORK

- A. Prepare the annual Program of Work based on organizational goals, objectives and priorities. Present the Program of Work to the Board of Directors for approval.
- B. Carry out the Program of Work with the organizational team of staff and volunteers.
- C. Implement and manage the Chamber’s annual program of events and activities with the staff and volunteers to achieve the desired results.

II. FINANCE

- A. Prepare the annual operating budget to implement the Program of Work. Present the budget to the Board of Directors for approval.
- B. Manage the annual operating budget to produce the anticipated results.
- C. Prepare and manage budgets for all Chamber-sponsored events and activities.
- D. Present a monthly statement of financial status relating to the annual operating budget to the Board of Directors.
- E. Maintain financial records of all members including billing of dues, recording of payments.
- F. Maintain financial records of all payments made to the Chamber and for all expenses made by the Chamber.
- G. Provide all financial records for a review or audit on a 3-year cycle.
- H. Implement and monitor all internal controls as required by the Board of Directors.

III. POLICY

- A. Advise the President, Board of Directors and Executive Committee on matters of policy for the Chamber.
- B. Provide guidance to committees as they develop proposals for programs, events, and activities to assure the proposals are in adherence with organizational policies and direction.
- C. Provide guidance to the Board of Directors on adherence to the organizational By-Laws and to the organization’s IRS 501(c)(6) tax exempt status.

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IV. COMMITTEES

- A. Assign events and activities to the appropriate committees and assist the committee chairpersons to achieve results.
- B. Prepare or assist in the preparation of committee meeting notices and agendas for efficient committee meetings.

V. PUBLIC RELATIONS

- A. Responsible for all communications - written, verbal, and visual - to the membership and the community. Coordinate all communications to assure consistency of message.
- B. Prepare or direct the preparation of Chamber publications such as pamphlets, leaflets, membership directory, newsletter, flyers.
- C. Prepare or direct the preparation of news articles, feature articles, and other methods of communication reflecting the views of the organization.
- D. Represent the organization at meetings and on appropriate committees within the Mason area.
- E. Maintain close contact with other groups and organizations in the community and provide advice on the effects of their programs on the business community.

VI. PERSONNEL

- A. Utilize a team concept with the Chamber staff in achieving organizational responsibilities.
- B. Provide leadership that promotes volunteer participation on committees and encourages a large cadre of volunteers to carry out successful events and activities.
- C. Conduct annual performance review for all employees.

VII. MEMBERSHIP DEVELOPMENT

- A. Develop and maintain a program of contacting businesses within the 48854 zip code that are not Chamber members and invite their membership.
- B. Encourage membership from any business, regardless of their zip code, when they initiate contact.

VIII. GENERAL

- A. Perform other duties as may be assigned by the Board of Directors.

EVALUATION: The Board of Directors will conduct an annual performance review and evaluation which may include, but not limited to, review of key performance indicators, setting of performance goals and objectives, and the use of other measurement tools as determined by the Board of Directors.

REQUIRED PROFESSIONAL SKILLS:

- Associates Degree or higher, 3-5 years professional experience in lieu of degree.
- Experience in non-profit management and knowledge of principles, 2 years minimum.
- Commitment to ongoing training to remain current in non-profit operations.
- Comprehensive knowledge of social media platforms.
- Comprehensive knowledge of computer operation and productivity software.
- Public speaking and public relations experience, 2 years minimum.
- Employee management experience, 2 years minimum, including management of volunteers.
- Experience with fund raising activities, planning and implementation, 2 years minimum.
- Experience with membership-based type organizations, 2 years minimum.
- Experience with organizational dynamics and conflict resolution.

BACKGROUND CHECK AND DRUG TEST:

Any offer of employment is contingent upon completion of a background check and drug test to the satisfaction of the Board of Directors.