



**Job Title:** Executive Director  
**Department:** Administration  
**FLSA Status:** Exempt  
**Approved By:** Board of Directors  
**Approved Date:** 02/27/2020

The mission of the Anthem Area Chamber of Commerce is to be a member-driven chamber of influence, providing effective connections that enhance advocacy, business development and community investment in the Anthem area and the surrounding region.

**Job Summary:** The Executive Director is the chief executive and administrative officer of the growing and vibrant Anthem Area Chamber of Commerce. The Executive Director is responsible and reports to the Board of Directors on all matters of the chamber. Key areas of responsibility are to provide overall operations, personnel, and financial management for the organization. The Executive Director also acts as an advisor to the Board of Directors, members, and committees. Specifically, the Executive Director instills the mission of the Chamber, serves as liaison with local government and advocates for local business and economic development and is the face of the Anthem Area Chamber of Commerce. The ideal candidate should have prior chamber of commerce or non-profit management experience or education equivalent.

Essential Duties and Responsibilities include but are not limited to the following, with other duties as assigned:

#### **Planning and Directing-Administration**

- Implement the mission, vision and values of the Anthem Area Chamber of Commerce.
- Facilitate strategic planning with the Board of Directors.
- Provide support in the recruitment of Board members representative of the diversity of the service area and the sectors of business.
- Monitor goal achievement and advise leadership team, Board of Directors and respective committees periodically to ensure achievement.
- Cultivate strong relations with the Board of Directors, individually and as a team, through direct and timely communication.
- Recommend to the Board of Directors sound governance policies and ensure current, relevant policies are implemented in accordance with the Articles of Incorporation and Bylaws as well as local, state and federal standards and regulations.
- Assist the Secretary of the Board of Directors and Executive Committee to ensure notices, agendas, and minutes of meeting of the board and Executive Committee are prepared and distributed in accordance to the Bylaws.
- Oversees program planning and assembles information, data and special reports for the Board of Directors as requested.
- Serves as an Ex Officio member of all Board and Chamber committees



### **Programs and Services**

- Leads in the development of innovative and inspirational programs to meet Chamber members' current and changing needs based upon the mission and values.
- Ensure all programs consistently deliver innovative, high quality services that are aligned with the mission and values.
- Recognize the importance of economic development by implementing actions to enhance economic growth.

### **Fiscal/Financial**

- Develop and recommend the annual financial budget to the Board of Directors for approval and implementation.
- Monitor and deliver successful financial performance and reporting that strengthens and stabilizes the organization over time as well as monitor the financial operations including accounts receivable, payables, payroll, financial statements, audit, control processes.
- Demonstrate fiscal restraint and insights balanced with a return to members on their investment.
- Assure that sound accounting principles and ethical practices are always followed.

### **Fundraising**

- Leads the fundraising and development efforts, in collaboration with the staff and the Board of Directors.
- Builds and maintains excellent relationships with donors and potential donors.

### **Community and Public Relations**

- Be the leading spokesperson and coalition-builder for the Chamber.
- Ability to work with diverse sectors of our community to build and maintain strong collaborative relationships with individuals and partner organizations and businesses.
- Exceptional communication skills internally with staff, and externally with members and the community at large.
- Ability to direct public relations efforts so the Chamber is recognized for its agenda and value to the community.
- Serve as liaison with local government entities (city, county) through interaction by serving on a diverse range of committees, taskforces and public meetings.

### **Staffing**

- Provide leadership, direction and development for staff (paid and volunteer) and ensure the ability to attract and retain highly motivated and effective personnel.
- Ensure policies are implemented fairly, consistently and within policy guidelines.
- Responsible for hiring, evaluating, providing feedback, discharging and directing all employee(s) with Board approval.



### **Supervisory Responsibilities:**

- Manages Chamber employees and volunteers on all programs offered by the Chamber. Responsible for the overall direction, coordination, development and evaluation of these employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable federal and state laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **Knowledge, Skills and Abilities:**

The Executive Director possesses the following knowledges, skills and abilities:

- Capacity to inspire and lead innovative program development in strategic directions and move the organization forward in a cohesive, collaborative fashion.
- Embody consensus-oriented management, effective decision making, and strategic thinking combined with practical implementation.
- Highly developed fundraising skills and ability to create innovative opportunities to increase revenue.
- Excellent knowledge in the implementation and monitoring of sound fiscal and operational management is critical.
- A strong, creative and compelling speaker and leader with good personal and interpersonal communication skills.
- Show results of effective planning and facilitate cooperation and collaboration both internally and with community organizations.
- Character, integrity and passion with a commitment to community issues, and provide inclusive, respectful leadership of the Chamber.
- A coalition builder who can instill a high level of accountability while also supporting team-based decision-making.
- Diplomatic and yet decisive with the ability to accomplish goals through motivation and delegation, and through systems that are designed for effective planning, evaluation, and accountability.
- Exceptional organizational and administrative skills including the ability to think strategically, plan, set goals and objectives, and then organize and follow-through for results.
- Technical skills required: Microsoft Office, QuickBooks, Canva (or other graphic design platform), and Social Media. Experience with Chamber Nation or other CRM preferred.

### **Compensation / Hours:**

Average 30 - 35 hours per week, typically between the hours of 9am – 4pm at the Anthem Area Chamber of Commerce in Anthem. Some before/afterhours meetings and events apply. This not a work-from-home position. Compensation based on experience, in compliance with federal Department of Labor standards.

### **Application Process**

Submit cover letter and resume to [info@anthemareachamber.org](mailto:info@anthemareachamber.org) with Executive Director in the subject line. *Please no phone calls or in-person applications.* Applications accepted until position filled. Start date is May 4, 2020.