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TITLE: Executive Director

ORGANIZATION: Hoover Chamber of Commerce

DATE: 11/15/17

Result Group is exclusively searching for an Executive Director of the Hoover Chamber of Commerce.

The primary duty of the Executive Director position is to serve as the representative to the public, private and governmental entities within the community. Due to the nature of the position some early mornings and late afternoons are required. Additionally the Executive Director is responsible for maintaining the daily operations of the Chamber office. This position reports directly to the President of Board of Directors.

Responsibilities are as follows:

- Manages Chamber membership program and benefits for corporate and private participants.
- Solicits new memberships from the business community.
- Serves as liaison between the City of Hoover and the local business community; coordinates activities with the City of Hoover and other businesses in the area.
- Manages the office personnel in performance goals and daily tasks.
- Facilitates all networking events.
- Coordinates fundraising in support of Chamber operations, programs, events and initiatives.
- Solicits donations and corporate sponsorships.
- Coordinates monthly meetings of the Chamber membership; coordinates meetings of the Chamber Board.
- Produce the monthly "Chamber Connection" newsletter.
- Develop new programs to ensure the continued growth of the organization.
- Assume responsibility for all communications to the general public including newsletters, general mailings, press releases and news conferences.
- Ensure strong fiduciary oversight and financial management of the organization's financial statements
- Make decisions in the best interest of the nonprofit organization

Qualifications:

- At least 5 years of management, non-profit or leadership experience
- Bachelors of Science Degree
- Must be self-motivated to meet and exceed goals
- Exceptional prospecting, presentation and conceptual selling skills.
- Professional and exceptional communication skills (oral and written)
- Strong attention to detail, highly organized
- Reliable, organized, detailed and focused
- Working knowledge of Microsoft Office
- Working knowledge of QuickBooks software or equivalent.
- Experience using CRM tools
- Vast knowledge of multiple social media platforms
- Ability to learn quickly and adapt to new processes
- Valid driver's license and good driving record
- Comfort conducting meetings with 200 plus attending and speaking to large groups.

If your background, skills, and interest match the following; please apply online or email your resume to mdebray@resultgroup.com. We look forward to working with you on this opportunity. For more information on Result Group, please visit our website at www.resultgroup.com.