

# HOMewood

Chamber of Commerce

BUILDING A STRONGER COMMUNITY

The Homewood Chamber of Commerce is currently accepting resumes for the position of Executive Director. The starting salary is commensurate with experience and qualifications. To apply, please send letter of application and resume to: [Homewoodchambersecretary@gmail.com](mailto:Homewoodchambersecretary@gmail.com). The deadline for submission is Friday, November 21, 2014 at noon.

POSITION: Executive Director

REPORTS TO: Board of Directors, through president

The executive director is the full-time administrator for the Homewood Chamber of Commerce. The general responsibilities of the executive director include, but may not be limited to

1. Working with the board of directors to develop and implement annual goals that support the mission of the Homewood Chamber of Commerce.
2. Developing and implementing membership strategies that promote Chamber membership, cultivate Chamber membership, engage current and new Chamber members in the work of the Chamber, identifies and restores lapsed members and communicates membership information.
3. Representing the Chamber and the board at appropriate organization and committee meetings and other community functions.
4. Recommending annual financial goals for the Chamber and working with the board of directors to ensure financial stability for the Chamber, including administrative oversight for financial records.
5. Managing the day-to-day operation of the Chamber office and supervising all Chamber staff.
6. Developing, coordinating as needed and attending cross-chamber events.
7. Working with the board of directors to develop and implement appropriate long-range plans for the Homewood Chamber of Commerce.
8. Working with the board of directors and appropriate committees to develop and successfully implement Chamber-sponsored and Chamber-related events and promotions.
9. Serving as a liaison between the Homewood Chamber of Commerce and the City of Homewood.
10. Coordinating appropriate Chamber communications, such as the e-newsletters, the Chamber's Web site, social media, print publications, and engaging members and volunteers, as needed, to assist with these projects.
11. Working with the board of directors to ensure compliance with Chamber policies and other regulations which may affect the work of the Chamber.
12. Other duties as may be assigned by the board of directors.

#### Qualifications:

- Candidate must possess a minimum of a Bachelor's Degree and have at least five years' experience as a successful leader, with business acumen.
- Excellent communication skills, including written, oral and listening skills, public speaking in large and small groups, representing the Chamber in both print and broadcast interviews and attention to a multitude of detail.
- Proficient with internet software and research tools, Microsoft office applications (Excel, Word, Power Point), Quick Books, Constant Contact, and other social media marketing programs.
- Prepared to work occasional Saturdays, evenings and/or early mornings for Chamber related functions.
- Requires prolonged sitting and standing. May require medium level lifting and carrying (up to 40 lbs.)