

MONTICELLO-JASPER COUNTY CHAMBER OF COMMERCE

(“CHAMBER OF COMMERCE” OR “CoC”)

JOB DESCRIPTION: EXECUTIVE DIRECTOR

General

The EXECUTIVE DIRECTOR serves at the discretion of the Officers and Board of Directors of the Monticello-Jasper County Chamber of Commerce and upon such terms and conditions as may be reflected in a contract of employment between the EXECUTIVE DIRECTOR and the Chamber of Commerce. The EXECUTIVE DIRECTOR is accountable to the Board of Directors of the Chamber of Commerce and reports directly to the Chairman of the Board of the Chamber of Commerce. In this capacity the EXECUTIVE DIRECTOR will:

- Assist the Officers and Board of Directors of the Chamber of Commerce in planning and executing Chamber programs and initiatives to accomplish community goals and the policies and objectives of the Chamber of Commerce as may from time to time be formulated by the Board of Directors of the CoC.
- Bear responsibility for the location, design and maintenance of an office that will provide for an efficient operation and present an attractive “front door” for the use of Chamber members, the community and visitors.
- Be the public representative of the Monticello-Jasper County Chamber of Commerce.

The general attributes and principal characteristics of an effective Chief Executive Officer/Chief Financial Officer of the Monticello-Jasper County Chamber of Commerce will reflect the following:

- Knowledge of and experience with the membership function of an association
- Ability and experience to organize, manage and execute events, campaigns and special initiatives
- Ability to identify, organize and lead a team of internal and external resources
- Ability to manage and control messages and general communications with media channels
- Exercise of sound judgment
- Demonstration of a sense of urgency regarding emerging issues and immediate needs and the ability to gauge impact and magnitude of emerging issues
- Skill in the management and resolution of special issues
- Vision and creativity in all position functions
- Skill in long-term planning
- Tolerance and patience in personnel relations
- Skill in the budgeting process
- Demonstration of an aggressive approach to all position functions
- Demonstration of the ability to initiate functions and programs of the CoC
- Personal traits of sociability and cooperation with others
- Demonstration of responsiveness to all the constituencies of the CoC
- Demonstration of an attitude of “follow-through” on all position functions
- A spirit of independence and creativity on position functions

Administration

The EXECUTIVE DIRECTOR will be responsible for the administration of the routine and normal office activities of the Chamber, including the day-to-day operations of the CoC as well as facilities and capital management activities. In this capacity the EXECUTIVE DIRECTOR will:

- Prepare monthly Chamber Board agendas and reports, develop and implement operational plans, policies and procedures for maintaining and improving current operations.
- Prepare budgets, oversee funds and provide regular financial reports as directed by the Chamber Board of Directors and Officers, develop, implement and track the financial goals and annual operating budgets for the CoC, as well as direct the accounting and fiscal reporting processes to support the CoC activities.

- Serve as an ex-officio member of all Chamber committees, maintain records of all official meetings and Chamber functions, and perform other duties as assigned by the CoC Officers and Directors.
- Supervise personnel (including the hiring, training and retention programs for CoC employees) and coordinate office matters necessary for successful economic development, member services and tourism activities.
- Attend all meetings and formal activities of the CoC.
- Assist with business matters inherent in the CoC, including the monitoring of technological trends and the development of recommendations regarding the adoption of new technologies, including maintenance of the CoC website and the electronic dissemination of information to Chamber members and the public.
- Manage any and all real or personal property of the CoC.
- Update and communicate with Chamber Board members on a timely basis concerning Chamber business and activities.
- Recommend and identify action items to the CoC Board.

Economic Development

The EXECUTIVE DIRECTOR will work, subject to the direction of the Board of Directors, to promote the economic growth of Monticello and all of Jasper County. In this regard the EXECUTIVE DIRECTOR will:

- Cooperate with the Jasper County Development Authority to develop a prioritized written plan of goals and objectives based on the common issues facing the CoC and the Development Authority and establish a time schedule for completing each item.
- Report to the Board of Directors of the CoC regarding progress toward the accomplishment of the joint CoC and Development Authority prioritized plan of goals and objectives on a monthly basis, and update CoC Board members as needed.
- Interact and cooperate with businesses, government officers and agencies to encourage new business activity and the expansion of existing businesses.
- Actively pursue and coordinate industrial and commercial prospects.
- Maintain ongoing contact with the Department of Industry, Trade and Tourism, Georgia Power, Municipal Electric Authority of Georgia, Georgia Economic Development Association and other agencies to promote Jasper County as a viable and attractive location for new industry.
- Maintain updated economic information needed in recruiting new businesses and for the expansion of existing businesses in Monticello and Jasper County.

Tourism

The EXECUTIVE DIRECTOR will oversee and support the Tourism Manager position to ensure the growth and expansion of the tourism and hospitality industry in Monticello and Jasper County. In this capacity the EXECUTIVE DIRECTOR will:

- Promote expansion of the tourism industry of Monticello and Jasper County.
- Be in regular contact with tourism related businesses and attractions in the area and assist in growth and expansion of the tourism and hospitality in Monticello and Jasper County.
- Oversee all events of the Chamber generally, and specifically support the planning and coordination of Chamber sponsored events such as the Annual Deer Festival, Chamber Annual Dinner, Annual Golf Tournament, and other events as approved by the Board of Directors of the CoC.

Member Services

The EXECUTIVE DIRECTOR will assist members of the CoC with promotional events and shall collect and provide economic data and other information as needed by local businesses and other interested parties to expand employment, the local economy, as well as the CoC members' profitability. The EXECUTIVE DIRECTOR works and in that visor at capacity with the Membership Committee of the Board of Directors of CoC, whose primary responsibilities are to maintain the membership at a level that will ensure necessary income for the operation of the program of work, membership development, membership campaigns, delinquent and cancelled memberships, membership orientation, prospective membership development and dues re-evaluation. In this respect the EXECUTIVE DIRECTOR will:

- Develop with the Chamber Board a prioritized written plan of work based on the issues facing the Chamber and its membership, and establish a time schedule for an achievement of each item.
- Report progress towards the Chamber prioritized plan of work on a monthly basis and update CoC Board members in this connection as needed.
- Plan and coordinate events to assist CoC members in their business strategies, current trends, employment matters, and other relevant subjects supportive of commercial growth and business success.
- Visit members at their place of business to stay abreast of member concerns and to offer Chamber assistance.
- Increase membership and participation in the CoC and its events and programs.
- Lead, motivate and train CoC Board members, CoC Officers and other volunteers regarding CoC functions.
- Counsel CoC Board members, Officers and members of CoC committees on priorities, procedures and methods relevant to their functions.
- Coordinate CoC committee schedules, plan activities and provide leadership necessary for successful projects undertaken by these committees.

Public Relations

The EXECUTIVE DIRECTOR will serve as the initial contact for the Chamber with newcomers to Monticello and Jasper County. In this capacity the EXECUTIVE DIRECTOR will:

- Present a positive image of the community to newcomers and prospects.
- Interact and cooperate with local officials in a positive manner.
- Be accessible to the public and visible to the community through community affairs and activities.
- Maintain awareness of community events and developments, attitudes, trends and needs.

Other Expectations

The EXECUTIVE DIRECTOR will:

- Maintain a customer focus.
- Use appropriate communication skills.
- Use positive and appropriate interpersonal skills.
- Be a team builder.
- Cooperate with other individuals, organizations and groups to promote the goals and objectives of the CoC.
- Show initiative in pursuing the goals and objectives of the CoC.
- Be a problem solver.
- Use organizational skills needed to manage and lead the CoC operations office.
- Be dependable and flexible in pursuing the goals and objectives of the CoC.
- Keep an updated calendar of events for any community activity.
- Keep the volunteer schedule up to date.

Pay

Pay for the EXECUTIVE DIRECTOR will be determined annually by the Board of Directors of CoC based upon revenues and the budget for the upcoming year.

Time Off

Ten State holidays: New Year's Day, Easter (Friday or Monday), Memorial Day, 4th of July, Thanksgiving Day and Day After, Christmas Eve and Christmas Day. Ten personal days (vacation, sick leave, personal).

Schedule

This position is a full part-time position of 37.5 hours per week. A floating schedule for the EXECUTIVE DIRECTOR may be necessary depending a weekly schedule or events that vary. General hours are 9am – 4:30pm.

Evaluation

The EXECUTIVE DIRECTOR will, upon the starting date of employment, have a ninety (90) day probationary period that would be evaluated by the full Board of Directors to determine continued employment. Unsatisfactory evaluation would be grounds for termination by the board.

The EXECUTIVE DIRECTOR will be under a one year contract based on board evaluation and renewal for continued employment. The one year contract will work off the anniversary date of his/her employment date. The evaluation process will include a pre-evaluation conference, mid-year progress conference and an end of the year annual evaluation conference. The Executive Committee will use an evaluation form approved by the CoC Board of Directors.

I acknowledge receipt of this Job Description for the Executive Director Position for the Monticello-Jasper County Chamber of Commerce. I agree to abide by all of the expectations and requirements described in this job description.

Signature: _____

Date: _____