

## Executive Director

REPORTS TO: BOARD OF DIRECTORS

### POSITION SUMMARY

The Executive Director is responsible and accountable to the Board of Directors to provide executive leadership to the Perimeter Chamber of Commerce. The Executive Director is the primary spokesperson and is responsible for providing highly visible leadership in the community and building collaboration and partnerships with key stakeholders.

**JOB TYPE:** Full-time

### RESPONSIBILITIES

#### *Marketing and Business Development:*

- The Executive Director is responsible for implementing a comprehensive communications and marketing approach that achieves the Chamber's annual budget revenue goals.
- The Executive Director implements the plan to achieve the annual Chamber membership targets as set by the Board of Directors, which includes goals, calendar, and budget, and ensures that the plan aligns with the overall Chamber budget.
- The Executive Director implements the plan to achieve the annual financial targets for Chamber products not included in membership income.
- The Executive Director manages all event sponsorship and membership acquisition/retention sales campaigns as specified in the annual work plan.

#### *Financial Management:*

- Oversee the general finances of the Chamber.
- Develop an annual budget for the Chamber's operations, delineating projected revenues, expenses, and net profit as appropriate, with the approval of the Finance Committee of the board.
- Lead, direct, and develop the Chamber's fundraising strategies and capital campaigns.
- Monitor the Chamber's fiscal condition.

### *Personnel Management:*

- Contribute to the management of Chamber staff, including making recommendations for hiring, firing, performance reviews, salary and benefits administration, policy, and general supervision to the HR Committee under the Board of Directors.
- Coach and develop the internal leadership team to attain consistent, highly effective performance.
- Develop and implement continuous improvement initiatives, create better business practices, and establish an organizational structure that optimizes performance and operating results.
- Create an internal management system of key performance indicators (KPIs) to monitor staff activity and performance against goals with continued supervision.
- Promote a working environment of excellence, external and internal collaboration, and professional standards for the organization, and build accountability into the culture.

### *Additional Duties and Responsibilities:*

- Oversee the day-to-day operations of the Chamber, including managing programs, staffing, membership, and marketing efforts.
- Work with the Chair to prepare agendas and materials for Board and Executive Committee meetings.
- Develop goals and objectives for recommendation to the Board.
- Serve as the principal spokesperson and ambassador for the Chamber.
- Attend all Chamber and business and community events, meetings, etc.
- Build partnerships and collaboration with other organizations.
- Support the officers of the Chamber.
- Attend Chamber Board committee meetings and provide staff support to committee efforts.

### *Additional Duties and Responsibilities continued:*

- Oversee and obtain higher-level membership and sponsorship sales, which will be evaluated on a quarterly basis with the Board of Directors. Targeted expectations will be provided to the Executive Director on a quarterly basis.
- Identify and develop revenue-generating programs and events.
- Oversee the organization of the Chamber's Annual Board Retreat & Events.
- Operate within and advance the policies of the Chamber.
- Ensure that organizational priorities are responsive to member needs and serve to advance the City of Dunwoody and other cities in Advancing Economic Prosperity.
- Maintain open communication with the Board and work with the Board in the governance of the Chamber, bringing issues to the Board in a timely fashion.
- Oversee a marketing plan for the Chamber to ensure a positive community image.
- Develop and maintain a positive and helpful relationship with city and county government agencies, neighboring Chambers, and the State chamber.
- Oversee Perimeter Chamber's Strategic Initiatives that have been implemented as the foundation for our long-term goals in and around the City of Dunwoody and the surrounding region.
- Perform any additional duties as assigned by the Board of Directors.

### **SKILLS & ABILITIES**

- Exceptional public speaking and presentation skills.
- Effective written communication skills.
- Strong customer service skills.
- Outstanding time management and event planning skills.
- Strong ability to foster teamwork and collaboration among Board members, staff, Chamber members, community leaders, elected officials, and strategic committees and organizations.
- Strong executive and supervisory skills, including the ability to plan, organize, lead, delegate, and monitor.
- Passion for collaboration and networking.

- Strong passion for driving fundraising efforts to advance the Chamber's long-term strategic goals and initiatives.
- Excellent skills in building community consensus.
- Demonstrated ability to prepare and manage budgets, analyze organizational performance, and project financial performance.
- Ability to perform a cost-benefit analysis of proposed ideas, projects, and events.
- Ability to work a wide and flexible range of business hours, including occasional overnight travel.
- Ability to motivate others to become champions of Chamber initiatives.
- Strong commitment to personal growth and the best business practices for the Chamber.
- Professional experience as an executive or mid-level executive in a business-related field or other leadership position, including supervision of professional staff and oversight of finances.
- Sales experience.
- Previous Chamber management experience preferred.
- Working knowledge of local, regional, and state-level political systems, and experience in developing collaborative relationships in these areas.
- Minimum of 3 years of profit and loss (P&L) responsibility.
- Education: Bachelor's degree from an accredited college or university is required, or comparable professional training and/or experience attained through military, industry, or association service.