

## **JOB DESCRIPTION**

**Date Issued:** August 10, 2018  
**Title:** Executive Director  
**Status:** Full Time (Minimum of 40 Hours per Week)  
**Annual Salary:** \$25,000-\$35,000 based on experience  
**Reports to:** Executive Board

### **Duties and Responsibilities:**

#### **Public Relations Duties:**

1. Greet and assist members and guests in person, in written form, over the phone and via computer.
2. Develop and contract for the production of a variety of promotional literature.
3. Effectively distribute promotional literature and keep Chamber office adequately supplied with information regarding member goods and services, local attractions and events.
4. Market the region to various groups.
5. Work with members on a variety of specials promotions and all seasons of recreation (i.e. snowmobiling, skiing, biking, etc.)
6. Design and implement marketing efforts for the recruitment of conventions, meetings and special events marketing.
7. To maintain and upgrade Greater Ishpeming-Negaunee Area's presence as a travel destination on the internet.
8. To maintain solid working relationships with all local and regional travel industry partners (i.e. chambers of commerce, business associations, LSCP, MCCVB, UPTRA....etc).
9. Establish good rapport with media and other communications outlets, oversee press releases and remain current as to community activities, events and issues.
10. Constantly try to recruit and call on prospective members.
11. Maintain Chamber membership benefits and services.
12. To represent the Chamber as its primary spokesperson.

#### **Board Duties:**

13. Attend all Executive and full board meetings, training sessions, important community and other functions based on the Executive Board's direction.
14. Suggest policy or rule changes to the Executive Board in an effort to improve efficiency, morale, operations, membership, control over operating expenses and service level.
15. Prepare for the Chamber's monthly Executive Board of Directors meeting.
16. To insure the timely collection including dues billing, accounting and reporting of membership fees and provide monthly report for the Chamber's finance board.
17. Oversee all insurance policy issues and purchases with policies set forth by the Executive Board.
18. Review and approve all Chamber expenditures while maintaining the operating budget within board's authorization.
19. Identify real or anticipated operating problems and inform the Executive Board in a timely manner.

20. Ability to accept directions and priorities from Executive Board and reliably follow through on tasks.

**Office & Staff Duties:**

21. Hire, fire, schedule and handle all other employer duties, including supervision, disciplinary action and keeping productivity at optimum levels.
22. Set a good example for other employees through your ability and desire to assist members and guests in equal, fair, ethical, moral and efficient manner.
23. Insure that proper financial, membership, and payroll records are maintained and that all applicable taxes are timely paid and tax returns prepared.
24. Complete projects according to deadlines
25. Work in a safe manner being aware of the personal safety of others.
26. Perform related functions as assigned.
27. Make sure staff properly maintains Chamber offices.
28. Ensure tidy personal appearance and professional behavior.
29. Communicate sufficiently to send and receive information clearly and accurately.
30. Adhere to all Chamber policies and procedures.

**Essential Requirements:**

1. Sound computer and clerical skills.
2. Understanding of the basics of bookkeeping, office management and leadership.
3. A basic working knowledge of Quickbooks.
4. Ability to work flexible hours as required by Executive Board, during normal office hours and after-hour events.
5. Ability to lift 0-50 pounds routinely during the work shift.
6. Ability to push or pull equipment.
7. Ability to stand and walk for prolonged period of time.
8. Ability to freely access all work areas.
9. Ability to read, count and write to accurately complete documentation.
10. Ability to read, comprehend and interpret pertinent written and printed materials.
11. Ability to work well in an unsupervised environment.
12. Regular job attendance.

**Education:**

No formal education required.

**Competencies:**

1. Teamwork – interacts well with others in a way that fosters good working relationships.
2. Interpersonal skills – possesses excellent people skills
3. Leadership skills – has a vision for the Chamber and works toward designated goals.