

Executive Director of the Wetumpka Area Chamber of Commerce

The Wetumpka Area Chamber of Commerce's Board of Directors is seeking a qualified candidate to fill the role of Executive Director. The Executive Director position is the Chamber's chief executive officer and is responsible for day-to-day operations of the Chamber of Commerce.

Interested, qualified applicants should submit a resume and cover letter, which includes their relevant experience for the role and a statement of why they would like to be considered. Resumes and cover letters may be submitted by email to WACC@webblawinc.com.

Job Title: Executive Director

Reports to: Board of Directors

Summary: The Executive Director acts as the Chief Executive Officer of the Wetumpka Area Chamber of Commerce, ("Chamber"), and is responsible for the overall management of the Chamber in accordance with its vision and mission to ensure growth and prosperity. The Executive Director works under the general oversight of the Board of Directors.

Overview: The Executive Director provides oversight and overall management, planning, vision, and leadership for all aspects of the daily operations of the Chamber including member relations, services, events, programs, finances, and communications. The Executive Director works with the Board of Directors and committees to establish vision, policies, strategy, priorities, and general scope of programs the Chamber delivers. The Executive Director assumes a leadership role throughout the Wetumpka area in partnering with businesses, foundations, government officials, other nonprofits, and supporters.

Responsibilities:

CHIEF EXECUTIVE OFFICER:

- Assure that the Chamber operates within its mission and long-range strategic plan.
- Provides leadership in developing the Chamber as an effective voice for local businesses.
- Keeps the Board fully informed of conditions, opportunities, issues, and challenges for the Chamber and the environment in which it operates.
- Coordinates Board meetings and communications.
- Serves as the chief staff member to the Board and all committees unless otherwise directed.

MEMBERSHIP:

- Develops relationships with members of the Chamber and maintains regular communications with members.
- Increases membership growth, retains existing members, and secures sponsorship

and financial support for the Chamber and events.

- Maintains ongoing communication with Chamber members.
- Manages the Chamber Ambassador program.

COMMUNITY DEVELOPMENT:

- Builds relationships with local, state, and federal government officials to further the Chamber's vision, mission, and growth.
- Develops relationships with local, state, and national organizations involved in nonprofit, economic, and community issues to further the Chamber's vision, mission, and growth.

ORGANIZATIONAL MANAGEMENT:

- Develops with the Board and manages implementation of an annual strategy and work plan for the Chamber.
- Develops with the Board and manages implementation of an annual event calendar for the Chamber.
- Develops proposed annual fundraising plan and budget for presentation to and vote by the Board.
- Develops with the Board and manages implementation of an annual communication plan for the Chamber.
- Develops with the Board and manages implementation of an annual marketing plan for the Chamber.
- Negotiates and prepares contracts with outside vendors, professional organizations, and capacity builders for presentation to and vote by the Board.
- Manages Chamber staff, personnel, and volunteers.

FINANCIAL MANAGEMENT:

- Manages financial procedures and processes for payments and deposits.
- Identifies grant opportunities and develops proposals and produces required reporting to funding sources.
- Monitors expenditures and income, plans for core budget self-sufficiency, and maintains capital assets.

CHAMBER PROPERTY MANAGEMENT:

- Oversees management of leased spaces and communication with Tenants.
- Oversees coordination of Chamber property maintenance.
- Oversees coordination of repairs of Chamber property as needed.

Position Requirements:

- Undergraduate level degree in communications, marketing, or related field AND a minimum of 2-3 years experience.
- Must possess strong verbal and written communication skills, good decision-making skills, and excellent interpersonal, organizational, multi-tasking, and time management skills.
- Must be a self-starter and able to work efficiently in an independent role.
- Must be able to manage a flexible work schedule and environment.
- Must have strong computer skills, including proficiency in Microsoft Office Applications.
- Must be results oriented and accountable for measurable goals.
- Must be able to portray a professional image within the organization and with the public through conduct, attitude, and dress.
- Must have strong communication and interpersonal skills.
- Requires availability “after hours” and “on weekends” for Chamber and community events.
- Must be positive, creative, and community-minded.
- Must be able to manage employees, staff, and volunteers.

Compensation:

Salary – The Executive Director’s annual salary will be commensurate with experience. Additionally, the Executive Director position is eligible for an annual bonus based upon metrics and calculations provided by the Board of Directors.

Salary Range: \$55,000-\$75,000 annually

Benefits:

PTO – The Executive Director will earn fifteen (15) paid time off (PTO) days at the rate of 1.25 days per month. Any unused PTO days may be rolled over to the following year. However, the Executive Director may not accrue more than twenty (20) PTO days at any time.

Insurance – The Chamber offers participation in medical and dental insurance.

Travel:

Travel is a necessary and expected part of the fulfillment of the Executive Director’s responsibilities. The Executive Director will coordinate with the Executive Committee and Chamber staff, personnel, and volunteers to minimize disruption of Chamber services.