

# Muskego Area Chamber of Commerce

## Executive Director

### POSITION SUMMARY

The Muskego Area Chamber of Commerce & Tourism is seeking a dynamic individual to operate all aspects of a highly-active Chamber, which serves as a key leadership organization in Muskego Area. This is a full time salaried position. Applicant should be a proven team leader who has the ability to develop meaningful, collaborative relationships with a diverse cross-section of business and community leaders, elected officials and other stakeholders, while working in a fast-paced environment.

The Executive Director reports to an 13-member Board of Directors with oversight of at least one part time employee. Primary areas of focus within the Chamber's Program of Work include membership growth and retention, development and management of annual budget, events planning and sponsorship sales, community and economic development.

The preferred candidate will have experience in the operations of non-profit organizations, leadership and sales experience, including public relations. The Executive Director must have strong interpersonal skills, with excellent communication and organizational abilities. Knowledge and experience with Excel spreadsheets and QuickBooks a must.

Salary will be based on qualifications and experience. Interested candidates should send a resume via e-mail to The Executive Board at [chamberinfo@muskego.org](mailto:chamberinfo@muskego.org) by August 31, 2013.

### JOB DESCRIPTION - EXECUTIVE DIRECTOR

#### *General Responsibility:*

As the chief paid executive officer of the Muskego Area Chamber of Commerce, the Executive Director is responsible for daily operation of the Chamber office and staff, furnishing leadership within the Chamber and the community in order to help create a favorable "business and living" environment and to help develop and guide an active program aimed to improving business-civic conditions. The Executive Director is responsible to the Board of Directors and reports directly to the President on a day-to-day basis.

#### **Other Specific Duties:**

##### **1. Program of Work:**

The Executive Director guides the development of the Chamber's overall "Program of work." Is responsible for carrying out this "Program of Work" with the aid of the staff, officers and committee members, and within the policy framework adopted by the Board of Directors.

##### **2. Committees:**

Assists the President and Officers in selecting qualified personnel for committee work. Directs or organizes specific projects for committees, and works with the President, Officers and Committee Chairpersons to ensure that committee functions are carried out. Arranges for meetings, and assists committee chairpersons in the preparation of notices, reports, etc. Gathers data and materials for use by committees in order to help them carry out assigned tasks. Ensures that minutes are taken at the Board of Directors meeting, Board of Directors Executive meetings and committee meetings.

##### **3. Policy:**

In consultation with the Board of Directors or the Executive Committee, plans long range policies for achievement of important Chamber and community goals. Reviews proposals and projects originating in committees, and then places them on the agenda for Board action (with recommendations). Works with staff and committees for implementation of approved proposals or projects. Coordinates work of all committees, divisions and/or departments.

#### **4. Personnel (Staff):**

Is responsible for supervising all staff and personnel. The Exec. Director is responsible for recruiting, hiring, training and discharging of all employees. Organizes staff and directs the Chamber office. All employees report directly to the Exec. Director who shall evaluate each employee, at least one time annually, and adjust salary within prescribed brackets of the budget. He/She shall set the duties of employees.

#### **5. Finance:**

Is responsible for general management of the organization's finances. Prepares annual budget in conjunction with the Budget Committee. Develops general plans for meeting the budget. Submits budget for approval to the Board of Directors. Approves all specific expenditures coming under the budget adopted by the Board. Directs office maintenance, including replacement of equipment, and directs purchase of additional equipment and the keeping of proper financial records.

#### **6. Membership Maintenance:**

Oversees the direction of all membership efforts of the organization and record-keeping for such purposes. Prepares and/or has prepared and maintains reports concerning membership and finance for officers and directors. Directs the handling of correspondence to members regarding membership status or change in status.

#### **7. Member and Public Relations:**

Is responsible for the direction of preparation and dissemination of communications to the membership and general public. May delegate assignment of correspondence workload to office staff. Directs the preparation of official publications of the Chamber such as pamphlets, special membership bulletins, newsletters, news releases, or other methods used to disseminate information. When required or requested, represents the Chamber of Commerce at meetings of other organizations. May appear as a witness before committees of Congress, the State Legislature or other regulatory groups. May make a public address or secure other speakers concerning community and Chamber activities. Counsels and advises the Board of Directors on developments affecting the business community. Reviews and evaluates legislation, pending or proposed, which will have an immediate or future impact on Chamber goals and policies and refers to proper committee, division or department for study and future action.

#### **8. Economic Development:**

To create a favorable business climate and insure balanced economic growth of the area, is responsible for carrying out a planned program with the aid of staff, officers, and committee members and within the policy framework adopted by the Board of Directors.

#### **Manager's Evaluation and Review:**

The Chamber's Exec. Director will be evaluated annually by the President in conjunction with the Executive Committee, and their findings and recommendations will be brought to the Board of Directors, after which the President will meet with the Exec. Director to review his/her performance.

#### **Responsibility:**

The Executive Director is responsible to the Board of Directors and must prepare monthly/annual financial reports and status updates for membership, programs and events.

#### **Compensation:**

- Salary range: \$25,000 - \$45,000
- Holidays: Six (6) paid holidays (New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Day)
- Vacation: Two (2) weeks after one year (one week can be taken after 6 weeks), three weeks after five years
- Comp time must be taken within same pay period