

Lindenhurst-Lake Villa Chamber of Commerce
Job Description
Part-Time Executive Director

Position Summary

Professional and administrative position responsible for the management and oversight of the day-to-day operations of the Chamber of Commerce. This position is responsible for the planning, development, management and oversight of the daily operations of Chamber functions, programs and events, pursuant to the direction of the Board of Directors. The Executive Director is expected to use discretion and take initiative in dealing with a wide range of problems without direction or supervision, exercising a great deal of autonomy.

Job Content

The following major duties and related tasks have been identified as being essential to the proper and effective performance of the job. The Executive Director should expect to perform all of the following duties. While the following major duties have been identified, other duties may be assigned from time to time as determined by the Chamber of Commerce Board of Directors.

- **Develop and coordinate Chamber programs and business support efforts.**

Essential Tasks

1. Develop and maintain strong relationships with the business community, communicating chamber programs, initiatives and the value of membership.
 2. Actively pursue new members, developing membership recruitment initiatives.
 3. Focus on membership retention through regular business visits, regular communication and business support programs.
 4. Lead ongoing efforts to increase membership, developing strategies for sales and marketing of Chamber membership, and advertising and networking opportunities.
 5. Coordinate, oversee and implement various Chamber programs and services including a Shop Local program, business advertising opportunities, and the Chamber's website.
 6. Coordinate, oversee and implement various Chamber events and activities.
- **Oversee the day-to-day operations of the Chamber**

Essential Tasks

1. Provide management and supervision of the Chamber office, including supervision of all office staff.
2. Perform various finance and accounting functions including review and approval of all bills, manage accounts receivables, monitor and manage revenues and expenses versus budget estimates, investment monitoring and regularly communicate with the Treasurer.
3. Prepare periodic communications to the Board of Directors on the progress and activities of various functions, finances and other pertinent matters.
4. With the Board, periodically evaluate and assess effectiveness of Chamber programs and event; recommend changes, process efficiencies and new programs/events as needed.

5. Provide guidance and leadership support to the Board of Directors and various Chamber committees, bringing forward ideas to further support the business community and enhance the Chamber operations.
 6. Plan and prepare for monthly Board of Directors meeting, providing a monthly report on general Chamber activities and accomplishments.
- **Provide regular and consistent communication to Chamber members and the business community on Chamber programs, events and news.**

Essential Tasks

1. Maintain the Chamber website, providing regular updates on Chamber events, programs and activities.
2. Utilize social media and email communications to promote Chamber activities and awareness of the Chamber.
3. Develop and distribute informational materials on Chamber programs, services, events and activities.
4. Maintain the new resident information program, ensuring information is up to date and regularly providing local business with the opportunity to participate.

Work Content

The work includes inside, office work, as well as work out in the community. The inside work is primarily administrative, office work. Equipment used in this position includes the use of a computer and other standard office equipment. Work requires travel to community events, partners and businesses.

Work Requirements

This position requires an individual to read, write, hear, and speak the English language sufficiently to effectively meet performance expectations. The position requires an individual to walk, sit, stand, operate the equipment required for the position and perform the essential functions listed in this job description. The individual in this position must possess the minimum skills, knowledge and abilities required for the position.

Graduation from high school, supplemented by courses in business, public administration, non-profit management, event planning and/or similar job experience is required, three to five years of experience in office management, marketing, event planning and coordination, non-profit management and/or general office work or any equivalent combination of training and experience that provides the following minimum knowledge, skills and abilities:

- Experience in sales, marketing, business development and event planning.
- Significant experience in developing strategic plans related to business development and/or membership expansion.
- Possess strong typing/word processing skills as well as experience with computer applications e.g., Word, Windows, WordPerfect, Excel.

- Knowledge of modern office equipment including, but not limited to computer copiers, and related office equipment.
- Possess good verbal and written communication skills.
- Possess skills with social media including but not limited to Facebook, LinkedIn and Constant Contact