



Twin County[™]
CHAMBER OF COMMERCE
Together to Prosper

Job Description- Executive Director Twin County Chamber of Commerce

FLSA Status: Exempt

Reports to: Board of Directors

Annual Salary Range \$37,000-\$40,000

Position Summary:

The Executive Director is responsible and accountable to the Board of Directors to provide executive leadership to the Twin County Chamber of Commerce.

Financial Management:

- Oversee the general finances of the Chamber along with the Chamber appointed Treasurer.
- With approval of the Chamber Officer Team, develop an annual budget for the Chamber's operations.
- Lead, direct and develop Chamber fundraising campaigns with support of the Membership Services Committee.
- Monitor the Chamber's fiscal condition.

Duties and Responsibilities:

- Oversee day-to-day operations of the Chamber, including event planning, membership initiatives and marketing efforts.
- Maintain an accurate membership database.
- Meet membership retention and growth goals as outlined further by the Board of Directors in strategic planning.
- Serve as the President of the Chamber's Foundation efforts with the Twin County Chamber Foundation, Inc.
- Prepare agendas and materials for Board meetings.
- Develop goals for recommendation to the Board.
- Serve as the spokesperson and ambassador for the Chamber.
- Represent the Chamber at business and community events, meetings, etc.
- Build & maintain partnerships with other organizations and the municipalities we serve.
- Serve on one committee or Board in each of our municipalities.

- Provide networking opportunities, ribbon-cuttings, and other benefits for the Chamber members designed to strengthen existing businesses, encourage growth, and build awareness.
- Maintain open communication with the Board, and work with the Board in the governance of the Chamber; bring issues to the Board in a timely fashion.
- Any additional duties assigned by the Board of Directors.

Skills & Abilities:

- Effective written and verbal communication skills
- Strong customer service skills
- Outstanding time management
- Passion for collaboration and networking
- Ability to perform cost-benefit analysis of proposed ideas, projects and events.
- Ability to work a flexible range of business hours
- Commitment to the best business practices for the Chamber

Professional Experience and Education:

- Minimum of 2 years' experience in customer service, finance, marketing or communications.
- Working knowledge of the local and regional political systems and experience developing relationships in these areas
- Bachelor's degree preferred