



### **Job Description-Executive Director Blackstone Chamber of Commerce**

Reports to: Board of Directors through the Chair

Annual Salary Range \$20,000 - \$25,000. plus, incentives

#### **Position Summary**

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

#### **Duties and Responsibilities**

- Oversee the day-to-day operations of the Chamber, including management of programs, membership and marketing efforts
- Work with the Chair to prepare agendas and materials for Board meetings
- Develop goals and objectives for recommendation to the Board
- Serve as the principal spokesperson and ambassador for the Chamber
- Represent the Chamber at business and community events, meetings, etc.
- Build partnerships with other organizations
- Support the officers of the Chamber
- Direct the annual and long-term planning process
- Attend Chamber Board committee meetings and provide staff support to committee efforts
- Participate in higher level membership and sponsorship sales
- Identify and develop revenue generation programs and events
- Oversee organization of Chamber's Annual Events
- Operate within and advance the policies of the Chamber
- Assure that organization priorities are responsive to member needs and serve to advance the town of Blackstone's economic welfare
- 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
- Implement a marketing plan for the chamber to assure a positive community image.
- Develop and maintain a positive and helpful relationship with town and county governmental agencies;

neighboring Chambers and the State chamber.

- Develop goals and long-range plans of the chamber

### **Financial Management**

- Oversee the general finances of the Chamber
- With approval of the board, develop an annual budget for the Chamber's operations that delineates projected revenues and expenses and a projected net profit as appropriate.
- Lead, direct and develop Chamber's fund-raising strategies and capital campaigns.
- Monitor Chamber's fiscal condition

### **Skills & Abilities**

- Outstanding public speaking and presentation skills
- Effective written communication skills
- Strong customer service skills
- Outstanding time management and event planning skills
- Strong ability to foster teamwork and collaboration between/among Board members, volunteers, Chamber members, community leaders, elected officials and strategic committees and organizations.
- Strong Executive and supervisory skills, including ability to plan, organize, lead, delegate, and monitor
- Passion for collaboration and networking
- Excellent skills in community consensus building
- Demonstrated ability to prepare and manage a budget, to analyze organization performance and to project financial performance.
- Ability to perform cost-benefit analysis of proposed ideas, projects and events.
- Ability to work a wide and flexible range of business hours.
- Ability to motivate others to be champions of chamber initiatives
- Commitment to the best business practices for the Chamber Professional Experience
- Previous experience with management in a business-related field or other leadership position, including oversight of finances.

### **Education**

- Bachelor's degree from an accredited college or university required; or comparable professional training and experience attained through military, industry or association service.