

**Available Position: Executive Director**

**Classification: Exempt**

**SUMMARY:**

The Executive Director is the Chamber’s operations leader and strategic implementer for the organization, working to create, promote, develop and support quality business opportunities in the Salem-Roanoke County community. This role serves to promote retention and expansion of members by demonstrating membership value. Reporting directly to the President, and more generally to the Executive Board of Directors, the Executive Director manages and directs all operations, programs and activities of the Chamber. Key aspects of the role are as follows:

**Membership Sustainment**

* Meet membership retention and growth goals as outlined in the S-RCC budget and strategic plan.
* Work with the First Vice President, Membership Retention Committee and Ambassador team to implement the Chamber’s strategy for member retention. Monitor objectives and expectations for staff and Ambassadors.
* Work with the Membership Value Programming Committee to create membership programming that supports and delivers the mission and its value to members. Membership programming includes the Chamber’s annual meeting, business showcase, and networking events.
* Welcome all new members personally; oversee the onboarding of all members.

**Operations/Management**

* Provide regular strategic activity report to Chamber Officers.
* Support effective governance practices. Prepare and distribute meeting documents (including meeting minutes) for Executive Board and Board of Director meetings.
* Work with Treasurer and provider of accounting services to deliver accurate timely financial, budget, and strategic information to board and other stakeholders
* Manage and coach the efforts of a part time administrator. This role manages purchasing, record keeping, and member records.
* Collaborate with various Chamber committees as required throughout the year.
* Manage annual funding requests from City of Salem and Roanoke County.
* Complete and file annual reporting to State Corporation Commission.
* Serve as S-RCC representative to community organizations such as the Roanoke Regional Partnership, Downtown Salem Advisory Committee, Destination Visioning Committee, Virginia Association of Chamber of Commerce Executives, and Roanoke Regional Coalition.

**Sponsorship**

* Meet sponsorship goals as outlined in the S-RCC budget and strategic plan.
* Attain event sponsorships for the two major community events managed by the S-RCC Chamber.

**Events**

* Collaborate with Event Standards committee to develop and facilitate standards and expectations for all Chamber events.
* Work with Chamber committees and staff to plan, deliver, coordinate volunteers and attain budget for scheduled events.
* Meet all event goals as indicated in strategic plan.

**REQUIREMENTS:**

* Strong organizational, leadership and strategic skills
* Effective business and financial management experience
* Knowledge of issues managed by small business owners
* Successful track record for engaging, partnering, and building alliances with a wide range of constituencies and influences
* Superior verbal and written communication skills and confidence as a public speaker
* Experience recruiting, developing, and retaining a strong staff in a team oriented environment
* Computer software experience
* Some evening and weekend work required

**MINIMUM QUALIFICATIONS:**

* College degree or commensurate experience
* Possession of valid driver’s license
* Ability to regularly lift up to 30 pounds