



Executive Director

Job Description

Job Title: Executive Director

Reports to: Chamber Board President / Vice President and the Board of Directors

Office Hours: 30 hours per week plus monthly meetings, events, and festivals

General Description

The Executive Director is responsible for the day to day decisions necessary to ensure proper functioning of the Chamber and for operating within approved Chamber policy and business/financial plans.

Qualifications

The Executive Director must:

- Possess strong verbal and written communication skills
- Demonstrate executive, managerial and leadership skills
- Show a high level of self-motivation and initiative
- Be detail oriented
- Work independently
- Meet deadlines in a multi-task environment
- Exhibit proficient computer skills including Excel, Wix, Google, and Social media, including Facebook, Instagram and TikTok
- Display a high degree of tact
- Keep a clean work environment

Responsibilities

- Manage the operations of the Chamber of Commerce, under the general direction of the Board of Directors
- Communicate with Chamber members, potential members, business owners and their employees, Hamburg area residents, city personnel, media, civic and church organizations
- Uphold the Chamber by-laws, government regulations and policies
- Facilitate with local businesses to increase membership and encourage active participation at Community/Chamber events
- Establish a personal rapport with potential and existing members through regular calls and visits
- Deposit membership dues and income on the day of receipt and make copies of all transactions
- Assist the Board of Directors in setting short and long term goals for the Chamber
- Prepare agenda for the Board of Directors prior to the meetings and provide material necessary to conduct the meetings.

- Manage the website and keep it up-to-date, along with keeping the community calendar current.
- Actively market business membership, using email, website and social media platforms.
- Create and send invoices, as needed, for membership and everyday business operations.
- Manage the operation of food trucks on the square.
- Work closely with the Hamburg Economic Development Team and City of Hamburg.
- Participate in community activities to contribute to a positive image of the Chamber of Commerce.
- Review and recommend modification of policies and bylaw changes as necessary

Skills:

Please rate your skill at the following and provide a brief example of you experience with each:

1-None 2-Basic 3-Average 4-Above Average 5-Advanced

Organization	1	2	3	4	5
<i>Please describe:</i> _____					

Office Management	1	2	3	4	5
<i>Please describe:</i> _____					

Verbal Communication	1	2	3	4	5
<i>Please describe:</i> _____					

Written Communication	1	2	3	4	5
<i>Please describe:</i> _____					

Planning & Scheduling	1	2	3	4	5
<i>Please describe:</i> _____					

Microsoft Word	1	2	3	4	5
<i>Please describe:</i> _____					

Microsoft Excel	1	2	3	4	5
<i>Please describe:</i> _____					

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____