



Carlisle Chamber of Commerce

-Job Description-

Position: Executive Director

Reports to: Board of Directors

Employment Type: Contract – Part Time 60 Hours/Month + Performance Incentives

Supervisory Responsibilities: Volunteers and Committees

Location: Carlisle, Iowa and the surrounding Polk and Warren Counties

POSITION OVERVIEW:

The executive director of a chamber of commerce is a key representative and advocate for business owners and employers in a community. The chamber director's role is to promote and strengthen the community by building prosperity through a healthy economy and a strong business sector.

This position is the primary point of contact for all aspects of chamber business, which includes membership services, advocacy, and community ties. This includes interacting with many personality types, being aware of community and regional issues, event planning and organization. The position will also require good interpersonal communication skills through in-person, telephone, mail, email, social media, mass media, corporate communications, and newsletters in a timely and accurate manner.

The director must be willing to plan, organize and oversee a range of services and events for members, such as participating in events, meetings, and ribbon cuttings to support direct activities by the chamber or its membership, which may be required to be done outside of normal business hours.

POSITION REQUIREMENTS:

- A 2 Year Degree in the field of Business, Marketing, Communications, or at least two year(s) work experience with emphasis in community relations in a professional setting.
- Excellent verbal and written communication, multi-tasking, organizational and prioritization skills.
- Adheres to and promotes the established values of the organization.
- Knowledge in the area(s) of business, community, and government.
- Knowledge of marketing, graphic design, and going to market strategies.
- Teamwork and interpersonal skills are required.



- A working technical knowledge of social and mass media.
- Self-motivated and can work under limited supervision

PREFERED SKILLS:

- Computer and Office Productivity Product knowledge. i.e. Microsoft Word, Excel, Power Point, etc.
- Proficiency with strategic planning, budgets and finance.
- Experience with supervisory skills
- Must have prior experience with promotions through social media, mass media and in public relations and corporate communications.

JOB RESPONSIBILITIES:

- Responsible for the day-to-day business operations of the Carlisle Chamber of Commerce.
- Membership Services
 - Maintain membership and recruit new members.
 - Invoice, collect, and manage membership dues, event fees, donations, and sponsorships.
 - Maintaining the Business & Community Guide Book
 - Plan, organize and oversee existing membership services.
 - Assist membership in upselling membership and cross-selling advertising opportunities.
- Communications & Community Ties
 - Contribute to the website that features local business news and a membership directory that is available to the public and potential new customers and clients.
 - Plan, organize and oversee regular social events that offer members a chance to network and share information and ideas.
 - Oversee annual award programs that showcase businesses and business leaders.
 - Identify common needs among local small business owners and arrange lectures, workshops and training seminars on different management issues and opportunities.
 - Prepare executive reports for the board meetings, luncheon agenda, annual dinner, newsletters, and press releases.
- Advocacy
 - Take an active part in local government, community groups, and local Chamber partnerships.
 - Participate in various community outreach activities.
 - Be an advocate for local member businesses.
 - Assist in developing long-term strategies, capacity planning, and business



- cases for meeting future chamber membership needs and presenting them to the Board of Directors.
- Other duties assigned by the board of directors.

WORK ENVIRONMENT / PHYSICAL DEMANDS:

- Internal office.
- Member business locations.
- Sedative to moderate movement during working shift.
- Some light lifting as needed up to fifty pounds.

LICENSING AND OTHER REQUIREMENTS:

- Pertinent Certifications
- Valid Driver's License
- Proof of Insurance

This description is intended to provide an overview of the responsibilities and duties of the position. It is not all-inclusive. The incumbent may be required to perform job-related responsibilities and tasks other than those stated in this description commensurate with the needs of the organization. The responsibilities may also change over time. This job description is provided for informational purposes only and does not form the basis of a contract.