

Executive Director

Alva Chamber of Commerce



*The Alva Chamber of Commerce values diversity of culture and thought and seeks talented, qualified employees in all its operations regardless of race, gender, national origin, religion, sexual orientation, disability, age, or any other protected classification.
The Alva Chamber of Commerce is proud to be an Equal Employment Opportunity Employer.*

Chamber Mission Statement:

Promote business, enhance economic and community development, deliver tourism marketing, and catalyze the overall quality of life in the community and region.

Reports to: *Alva Chamber of Commerce Board of Directors*

Wage Range: *\$35,000 to \$45,000 with optional Insurance Benefits*

The Alva Chamber of Commerce believes that the Alva community deserves an enthusiastic, dynamic, and forward-thinking Executive Director to act as a liaison with members of the community. This employee will facilitate opportunities for growth and development of the community to create a vibrant and thriving destination for businesses and families. The person in this position will sustain that belief by committing to our Mission, Vision, and Values. They will enjoy what they do and the people they do it with while exhibiting a positive attitude. They will earn the trust and confidence of co-workers, board members, and the community by upholding a personal value system based on honesty and integrity. This employee will support all policies, procedures, and programs that will assist in building and maintaining an inviting, positive, and enriched culture for Alva community members and visitors.

Job Summary

The Executive Director of the Alva Chamber of Commerce is the face of the Chamber to the community, Chamber members, and visitors. This leadership position is hired by the Chamber's Board of Directors and is responsible for driving the organization's vision, strategy, and the day-to-day operations of all Chamber functions, including but not limited to programs, events, and activities. The Executive Director is responsible for carrying out policies and duties established and assigned by the Board. The Executive Director will be a leading advocate for local businesses, providing resources, networking opportunities, and support to help them thrive. Reporting to the Chamber's Board of Directors, the Executive Director will play a pivotal role in advancing the interests of local businesses, building strong community relationships, and ensuring the Chamber remains a vital resource for the Alva community. *The Executive Director is an exempt employee to be paid an established monthly or annual salary and is expected to fulfill the duties of this position regardless of the hours worked. They do not receive premium overtime, straight overtime, or compensatory time for working more than 40 hours in a work week.*

Essential Functions and Accountabilities including, but not limited to:

Strategic Leadership and Administration

- Develop and execute the Chamber's strategic plan, ensuring alignment with the organization's mission and goals. Provide visionary leadership to drive growth, innovation, and positive change.
- Work closely with the Officers and Directors of the Chamber of Commerce to ensure a full understanding of current organizational status; plan, identify, and prioritize goals and coordinate regular Chamber meetings, including board meetings and annual membership Gala.
- Comply with all statutory, regulatory, and organizational requirements; recommending changes as needed
- Effectively delegate and manage volunteers and employees
- Assist with the development and management of events and programs
- Supervise and inspire dedicated staff, volunteers, and community members, fostering a positive work environment and ensuring team members are aligned with the Chamber's objectives.

- Oversee the Chamber's budget, financial planning, and fiscal responsibility with monthly reporting to the Board. Ensure the organization operates within its financial means and achieves its financial objectives.

Advocacy and Representation:

- Serve as the official administrative representative and spokesperson of the Chamber in all instances and situations when such representation is appropriate.
- Build and maintain excellent community relationships; seek to establish trust, confidence, and enthusiasm
- Serve as the primary advocate for the business community in Alva
- Collaborate with government officials, community leaders, and other stakeholders to advance policies that benefit local businesses.

Membership Growth and Engagement:

- Cultivate and maintain strong relationships with Chamber members.
- Develop and implement strategies to enhance member engagement, satisfaction, and retention.
- Retain and grow Chamber membership

Community Outreach and Engagement:

- Actively engage with the Alva community to promote the Chamber's mission and foster positive relationships. Participate in local events, forums, and initiatives.
- Advocate for businesses in the community
- Serve on various community boards as needed
- Create and maintain good working relationships with private and public economic development agencies, and other organizations as they pertain to ongoing projects
- Participate in Chamber activities to promote and enhance the image and relationship of the Chamber with all groups and parties in the community.

Program Development, Fundraising and Sponsorship:

- Lead the development and execution of programs, events, and initiatives that provide value to Chamber members and the community.
- Listen to feedback from members and identify opportunities for growth and improvement.
- Seek and secure funding opportunities, sponsorships, and partnerships to support Chamber activities and initiatives.

Board Relations, Compliance, and Administration:

- Collaborate with the Board of Directors, providing regular updates, recommendations, and support to inform their decision-making.
- Appropriately appraise the Board of upcoming issues and topics
- Keep detailed and accurate records of all Chamber business, including financial management and records
- Ensure the organization's compliance with applicable laws and regulations. Remain compliant with Chamber policies and procedures. Maintain records of all transactions and correspondence for review by auditors, the Board, or other officials or agencies.

Marketing and Events

- Create and maintain strategic partnerships and alliances with other organizations to promote Alva as a destination and a great place to live, work, and play
- Represent the Chamber as the initial point of contact for media and public relations
- Enhance the Chamber's public image through collaboration with community organizations and businesses
- Work with the Board of Directors and committees to implement marketing initiatives and strategies

- Manage marketing and communications initiatives such as Facebook and other Social Media platforms, newsletters, news releases, blogs, and other communication materials • Act as the Chamber's Event Coordinator

Additional Responsibilities:

- Answer phones, emails, and assist visitors as needed.
- Shred outdated documents when appropriate.
- Maintain a welcoming and clean office environment for visitors
- General office maintenance and restocking of supplies as needed.
- Continue professional development

Experience, Education, and Licensure

- 3-5 years in business management, customer service, and community service.
- Bachelor's degree preferred
- Proven leadership experience at the executive level, preferably in a chamber of commerce, business association, or related organization.
- Strong understanding of business, economic development, and community engagement.
- Excellent communication and public speaking skills.
- Demonstrated ability to build and maintain effective relationships with diverse stakeholders.
- Experience with financial oversight and managing budgets.
- Visionary thinker with the ability to innovate and adapt to changing circumstances.

Competencies

Accountability/Initiative

Accepts personal responsibility for the quality and timeliness of work. Manages time and delegates appropriate focus to accomplishing goals on schedule to deadlines. Exhibits attention to detail; acknowledges and corrects mistakes. Makes no excuses or casts blame. Carries their fair share of workload without waiting to be asked to take action. Follows up personally and monitors progress to ensure progressive movement of tasks. Can be counted on to complete commitments without being micromanaged.

Attendance/Punctuality/Dependability

Comes to work on time every day. Is fully prepared and ready to work at the beginning of the work schedule and continues until the work day is done. Is aware and accepts that additional hours may be needed outside of work hours to meet deadlines. Makes appropriate arrangements when adverse weather or other problems might delay on-time arrival. Conforms to work hours and schedule. Informs supervisor and others immediately when unexpected problems cause absence, lateness, or the need to leave early.

Community Focus

Builds Community relationships; is aware of the need to meet and exceed expectations; provides a positive experience. Gains community trust and respect. Actively seeks community feedback on the quality of services, events, and activities provided. Does not take issues personally and is quick to address and hopefully resolve community concerns. Applies knowledge of community service to meet customer requirements.

Communication Skills

Presents ideas clearly and effectively without offending others. Comfortable publicly speaking. Listens attentively and with objectivity; asks good questions; accepts criticism and appreciates positive feedback. Communicates well verbally and in writing. Keeps supervisor and coworkers informed; ensures information and ideas are flowing in appropriate directions. Identify and communicate any obstacles in accomplishing tasks.

Ethics and Integrity

Builds Trust. Respects and maintains confidentiality when appropriate. Admits mistakes despite the potential for negative consequences. Defines and practices moral and ethical behavior at all times. Avoids situations and associations that could be considered inappropriate. Honest and transparent in all dealings. Upholds and models our core values; acts in such a way as to be the person others look up to.

Job Knowledge and Continuous Improvement

Strives to be an expert in their job and serves as a resource to others to help solve problems and improve community growth and development. Actively acquires new skills and input from others. Views constructive criticism and negative experiences as learning opportunities. Open to suggestions and new ideas.

Professional Presence

Dresses appropriately for the position and role. Presents a well-groomed, clean, and neat appearance. Appearance does not call undue or inappropriate attention to self. Appearance represents the organization well.

Team Focus

Is aware of how their job affects coworkers, board members, community members, and the morale and heartbeat of the team. Maintains an upbeat, positive attitude. Fulfills commitments to other team members. Puts team success ahead of individual success. Balances team and individual responsibilities. Does not monopolize credit for others' work.

Work Environment

The work environment is typical of an indoor, office setting. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Functions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. When performing the duties of this job, the employee is frequently required to sit, stand, talk, hear; reach with hands and arms; and stoop; kneel; or crouch. The employee must be able to drive a car and travel to meetings and events as needed. Light janitorial duties are required to maintain a clean office environment. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

I have reviewed the job description.

Do you see any reason why you would be unable to perform the duties and accountabilities of this position? No Yes
If yes, please explain.

Signature

Date

Alva Chamber of Commerce employees have the highest respect for the community serve and define our success in terms of the community's success. Our work environment is enthusiastic, hard-working, and dynamic. Our environment is challenging while supportive. We give employees the opportunity to develop their skills and do their best work.