

COMPANY NAME: Alma Area Chamber of Commerce
POSITION TITLE: Executive Director
REPORTS TO: Board of Directors

The Executive Director is responsible for organizational structure and procedures; fund raising; public relations; maintenance of membership, employment, training and supervision of staff at the chamber. The Executive Director is accountable for the interpretation of Bylaw, preparation and management of operating budget, and maintenance of facility. This is a Safety-Sensitive Position.

Essential Duties & Responsibilities:

- Represent Chamber of Commerce at meetings, conventions, and other functions to promote public relations and assure awareness of value of Chamber activities.
- Provide leadership and work in a cooperative manner with Chamber committee members.
- Maintain a working relationship with the Arkansas Department of Economic Development, the Arkansas Highway Department Resident Engineer, and the area State Highway Commissioner, as well as local, state, and Federal elected officials representing our area.
- Have an active visitation program for existing members.
- Represent Alma, AR in hosting industrial and retail prospects; prepare responses to inquiries from industrial and retail prospects.
- Update and prepare Community Profile every two years. Update and prepare city map as needed. Update and prepare Chamber Brochure annually. Maintain current Chamber Directory.
- Be a member of the Arkansas Chamber of Commerce Executives organization and participate in their activities.
- Prepare agendas and informational packets for Board meetings; prepare routine correspondence concerning meeting dates and locations.
- With the guidance of the Board of Directors, the Executive Director is liable for the identification of Chamber and community needs and for the preparation of a plan designed to meet these needs. The Executive Director will carry out the plan, evaluating the plan and making recommendations as needed.
- Responsible for training, supervision and evaluation of office staff in their job tasks.
- In conjunction with the Budget and Finance Committee, the Executive Director is responsible for drawing the annual budget and all financial transactions within the framework of the budget.
- With the coordination of the Membership Committee, the Executive Director is accountable for maintaining the membership at a level that will ensure the necessary income for the operations of the program.
- Developing business promotions, community activities, fund-raisers and various other activities.
- Accept leadership role as designated by the Board of Directors in developing and administering an effective "Kick Start Alma" program.

- Act as grantsman in obtaining funding assistance on the local, state and federal levels. This includes preparation of application, presentation and administration of the grant in accordance with grant guidelines.
- Responsible for developing all public relations and publicity programs, to include writing public service messages, press releases and advertising.
- Be informed on all political activities at the local, state and federal levels as it pertains to Chamber interests and involvement. Use discretion in taking action in face of new issues consistent with Chamber policy.
- Accountable for all Chamber property, facilities and equipment.
- The ability to work in a constant state of alertness and in a safe manner.
- Perform all other duties as requested by the Board of Directors to meet the needs of the Chamber.

Perform all other duties as requested by the Board of Directors including normal working hour schedule. When absent from the office, Executive Director's cell phone number will be made available to all incoming calls and posted on the door.

Knowledge, Skills, and Abilities:

- Bachelor's Degree in business, marketing, public relations or related field; or an equivalent combination of education and experience.
- 3+ years' developing and implementing strategic plans with accountability for budget and financial decision.
- 3+ years' experience leading and managing a team of 3 or more employees.
- Ability to develop and maintain positive working relationships with employees, customers, and contractors.
- Work history demonstrating strong ability to hire, direct, and manage staff.
- Ability to read and interpret financial statement and manage a budget.
- Computer proficiency in Microsoft Office.
- Strong communication (oral and written) and diplomatic skills for interacting with appointment officials, team members and the general public.
- Ability to handle multiple priorities simultaneously.

Work Environment:

This position works in an indoor office setting with frequent outdoor exposure. This is a diversified job requiring sustained mental effort related to public contacts, organizational issues, mediation, planning and technical areas, as well as frequent travel, public speaking and non-standard business hours. The work environment is fast-paced.

Physical Demands & Mental Competencies:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; and stoop, kneel, crouch or crawl. The employee is occasionally required to sit and

climb or balance. The employee may occasionally lift and/or move objects up to 15 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Able to work non-standard business hours to complete responsibilities, and travel when necessary to meet the needs of Chamber.

This employee must be able to concentrate for long periods of time. Must be able to work within time constraints and adjust to multiple, simultaneous stimuli. This employee must be able to think critically; utilize sound judgment; promptly report potential risks.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Application: Interested applicants should send their resume to director@almachamber.com