



Job Description

Position Title: Executive Director

Reports To: Board of Directors

General Summary: The Executive Director provides day-to-day leadership, develops and implements organizational strategy, and enables the Board to fulfill its mission of business promotion in the Goshen community.

Candidate Requirements

The successful candidate will have:

- Experience serving in a leadership role of a comparable organization, with a proven track record of success.
- Bachelor's Degree preferred.
- A minimum of five (5) years of broad based business experience.
- Outstanding written communication and public presentation skills.
- Proven ability to effectively address elected officials, media, community leaders, and a diverse base of stakeholders.
- Experience in developing and successfully implementing strategic and visionary direction for an organization.
- Financial literacy supported by an understanding of operational metrics as necessary to support a high performance organization.
- Intellectual capacity to think critically and make strategic decisions while remaining flexible and creative.
- Positive team builder.

For confidential consideration, please send:

- Cover letter that summarizes qualifications.
- Resume
- Salary requirements.

Email to:

- gccdirectorsearch@gmail.com

Responsibilities of the Goshen Chamber of Commerce Executive Director

Executive Director's Function: serves as chief administrative officer of the organization with responsibilities and duties as listed in this job description and as assigned and directed by the Board of Directors, which may be modified from time to time. These duties are not the sole responsibility of the Executive Director; however, it is the responsibility of the Executive Director to ensure that the duties have been completed. The Executive Director shall report directly to the Chamber President. The Executive Director is a salary exempt position. The Executive Director shall not publicly take a position, political or otherwise, on behalf of or representing the Chamber, that is inconsistent with the mission of the Chamber or the position of the Board of Directors.

Membership

1. Address member questions concerns regarding: Chamber services, other services, NYS and federal business regulations, B to B referrals, general questions and concerns. Training opportunities, ideas. Meet with members to maintain contact and drop off materials which might be of interest.
2. Meet with prospective members for enrollment.
3. Advocacy with government officials and employees on specific or general issues at the direction of the Board.
4. Prepare and update membership materials and packets.
5. Maintains and updates membership database.
6. Attend ribbon cuttings for members of the Chamber, and other ribbon cuttings at the discretion of the President.
7. Refer members to Chamber programs and committees and encourage participation.
8. Attend Chamber functions.

Website/Social Media

1. Update website, Chamber calendars, phone voicemail, FB and Twitter on a daily basis.
2. Respond to any online requests and questions.
3. Promote member business via our website, email and social media platforms.

Sponsorship/marketing/public relations

1. Develop, execute and manage fundraising and marketing objectives.
2. Lead the Chamber's efforts in marketing and public relations via web, print email and other outlets.

Events/Programs/Services

Determine topic, locate and coordinate venue, possible sponsor, event partners.

1. Create all targeted graphics for web and print.
2. Create flyers and other promotional materials for each event/program/handout.
3. Distribute all promotional materials and event information via email, Facebook, Twitter, website.

4. Coordinate and manage RSVPs, speaker requests, venue needs.
5. Be onsite for event and management.
6. Monitor and evaluate events, programs and services for budget and relevancy.
7. Evaluate and access community needs and resources.
8. Seek and foster collaboration with other organizations.

Liaison

1. Contact representatives from the Federal, State, County and local government, or an employee of one to discuss a member issue, business policy, a chamber event/issue/concern.
2. As primary spokesperson for the Chamber, reach out to other local organizations, including local Chambers of Commerce and report back to the Board.
3. Contact members of the media as needed and respond to their requests.
4. Communicate with local businesses to keep them informed of the work of the Chamber.
5. Establish good working relationships and collaborative arrangements with community groups, funders, politicians and other organizations to help achieve the goals of the organization.

Support to the Board of Directors:

1. Meet with Board members as needed.
2. Take, transcribe and distribute minutes of meetings and agendas.
3. Coordinates Chamber activities and committees for the Board, sends out notices of meetings and materials.
4. Coordinates the election of board members and officers as per Chamber by-laws.
5. Implement policies of the board.
6. Furnish appropriate written monthly reports to the board. Report to include both past month and upcoming month events, activities and information.
7. Identify, assess and inform the Board of internal and external issues that affect the organization.
8. Provide support to the Board including all Board committees by preparing meeting agenda and support materials.
9. Process information as requested by Treasurer.
10. At the direction of the Board, research government policy and initiatives.
11. At the direction of the Board, prepare grants.