

Goshen Chamber of Commerce

Chamber Director

Objectives.

The Goshen Chamber of Commerce Director initiates programs, provides day to day leadership and enables the Board to fulfill its mission of business promotion within the communities it serves. These programs must promote activities to advance the general welfare and prosperity of the Goshen area and footprint in Orange County with the goal of ensuring the business community will prosper.

The Director is responsible for maintaining the daily operational soundness of the Goshen Chamber of Commerce. Responsibilities include the development, execution, and documentation of Chamber projects in the Goshen area and footprint in Orange County. The Director is the principal, on-site staff person responsible for coordinating all Chamber project activities locally and representing the community within the membership directory.

The director must understand pertinent issues confronting business and property owners, public agencies, and community organizations, and be entrepreneurial, enthusiastic, creative, well organized, and capable of functioning effectively in an independent environment.

The Director 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 Director; however, it is the responsibility of the Director to ensure that the duties have been completed. The Director shall report directly to the Chamber President. The Director is a salary exempt position.

II. Duties. Develop a plan and timeline of work. Work with the Board to develop and present a plan of operation, assist with the annual budget, and the funding process. Oversee and develop office procedures and manage overhead costs within the approved budget.

Develop and maintain an active volunteer list and assign duties as necessary.

Facilitate membership campaigns. Survey and address member needs and identify community program needs. Develop and oversee program implementation. Measure program effectiveness.

Work with local government, business, and other organizations to encourage economic development within our footprint. Enhance the recruitment of new business and assist property owners and Realtors in the marketing of vacant properties. Establish a business recruitment listing, keep it updated and create printed and visual materials needed to market the Goshen Chamber of Commerce as a viable business climate to developers and prospective businesses.

Create materials and events to heighten tourism, revitalization efforts, retention and expansion programs, and infrastructure development. Respond to all inquiries.

III. Qualifications

- a) Strong verbal and written communication skills. This position requires communication with Goshen area citizens, business and government officials. Verbal communication duties may include fund raising, membership drives, and program needs. Written communication may include brochures, letters, and requests for information, quotations or proposals.
- b) Ability to work with Microsoft Office Suite, Chamber Website, QuickBooks. Work may include member recruitment information, preparing weekly newsletters, PowerPoint slides for presentations, etc....
- c) Knowledge of budgeting and record keeping.
- d) Demonstrated organizational skills
- e) Fund raising experience

Standard work hours of 8:00am to 5:00pm.

For confidential consideration, please send resume and salary requirements to info@goshennychamber.com