

1000 ISLANDS - CLAYTON CHAMBER OF COMMERCE

Executive Director Job Description

General Description

The position of Chamber Executive Director (hereafter referenced as “Director”) of the Clayton Chamber of Commerce (hereafter referenced as “Chamber”) is responsible for the overall operations of the Chamber and for operating within approved Chamber policy, business/financial plans, and budget.

Reporting Relationship

The Director reports to the Board of Directors (hereafter referenced as “Board”) of the Chamber and is an ex-officio member of the Board. This working relationship is reviewed as part of the annual performance review.

Key Responsibilities

The Director, with the assistance of the Board, maintains promotional activities and events, which are funded with member dues, local government support, bed tax, and fund raising. These programs must promote tourism to the 1000 Islands – Clayton NY area ensuring the membership/business community will prosper.

Membership

Member Acquisition – The Director will assist the Board in developing programs and events to retain members and attract new members consistent with established Chamber policy through:

- Establishing a personal rapport with potential members through regular calls
- Conducting a needs assessment of members and recommending solutions within the scope of the Chamber
- Setting goals for acquiring new members and providing reports to the Board on the number and the status of those activities

Communication

Responsible for gathering data, writing, publishing and distributing a quarterly newsletter.

Issues press releases, letters to business clients and public officials, and publicity to all media outlets.

Assists with content for publications, brochures, and promotional literature.

Public Relations

Develops and maintains beneficial relationships with other local non-profit organizations, Chambers of Commerce, Tourism Agencies, and Village and Town government entities.

Schedules and/or participates in meetings of various groups or organizations within the business community (including retail, tourism and non-profit) when such meetings may involve or affect the purpose and function of the Chamber or related projects to the Chamber.

Performs public relations and public speaking related to the Chamber's interests.

Reports involvement with external organizations at each regular Board meeting.

Events/Programs

Helps prepare, attends and participates in all Chamber sponsored events and functions including but not limited to: Trade Shows, Business With A Twist, Winterfest, Spring Boat Show, Citizen of the Year, Food & Wine Festival, Cruise Ships/Military Ships, Fall Boat Show, Car Show, Fall Banquet, Shopper's Poker Run and any other sponsored events or functions.

Works with the Board in identifying fund raising activities or sources of funds for the Chamber.

Office Responsibilities

Maintains a functional office with special emphasis on providing a professional business office environment.

Professionally supervises a full-time administrative assistant, part time office staff and volunteers.

Greets visitors (both in the office and on the telephone), helping locate brochures and maps, answering questions about the area, being knowledgeable of local attractions and events, providing business referrals to Chamber members, and logging activity for statistical reporting.

When necessary, assists with straightening and re-stocking the Chamber brochure rack with special emphasis on insuring that Chamber members' information is displayed; contacts potential and current brochure suppliers.

Coordinates the brochure distribution of the yearly Visitors Guide and various rack cards.

Responsible for the timely opening and distribution of incoming mail; responsible for outgoing mail that reflects a professional appearance.

Prepares notices, agendas and takes meeting minutes at monthly Board meetings.

Maintains the Chamber finances through QuickBooks. Responsible for sending out all invoices and receiving payments. Enter bills and print out checks for Treasurer to sign. Maintain balanced checkbook and savings accounts with monthly reconciliation required.

Coordinate the Chamber's Health Insurance program with the assistance of local insurance account representative.

Performs other reasonable duties as requested by the Board.

Salary and Hours

This is a salaried full time position in the \$30's. The Board shall determine the hiring of and compensation for said position. The Director must be able to work flexible hours, generally requiring 35-40 hours/week on average, and including some evenings and weekends. Applicant must possess a valid driver's license and have access to an insured vehicle.

Qualifications

The Director will possess strong verbal and written communication skills, the ability to interact with people of diverse backgrounds and interests, the ability to prioritize, the ability to understand the long-term implications of complex issues, good time management and interpersonal skills, and the ability to work well as part of a team.

The Director needs to be a self-starter with customer service and public speaking skills. The position requires a working knowledge of Microsoft Office 2007 Suite and related software, as well as proficiency in QuickBooks and the Internet.

College graduate preferred with a degree in advertising, business, marketing, public relations, or a related field. Appropriate experience may be substituted for a degree.

Residency

Preference will be given to those who live and are familiar with the Clayton region.

Probationary Period

There is a three-month probationary period at which time the Board will evaluate the job performance of the Director. The information included in this position description does not create contractual employment rights. An employee is considered to be an at-will employee for the purposes of employment.

About the Chamber

The Clayton Chamber of Commerce is a voluntary partnership of more than 250 businesses, professional firms, non-profit organizations, individuals and government partners that have joined together to promote tourism, build a healthy economy and improve the quality of life in 1000 Islands - Clayton NY.

How To Apply

Please submit your resume, cover letter (which should include a narrative of why you believe you will be a successful candidate) and preferred method of contact to the Clayton Chamber of Commerce office by either:

1) Emailing your resume and cover letter to: director@1000islands-clayton.com (Subject Line: Clayton Chamber Executive Director Applicant)

OR

2) Mailing your resume and cover letter to: Clayton Chamber of Commerce, Attention: Executive Director Search Committee, 517 Riverside Drive, Clayton NY 13624.

All resumes and cover letters must be received on or before Wednesday, September 8, 2010, at 5p.m.

Please note that we will be reviewing all applications as they are received and it may take several weeks to complete this process. *ONLY APPLICANTS SELECTED FOR AN INTERVIEW will be contacted.*

Interviews will take place mid-September. If you are selected for an interview, we will contact you as soon as possible. The selected applicant must be available to start mid-October.

All documents submitted will be considered confidential and will be treated as such.

The Clayton Chamber of Commerce is an equal opportunity employer.

Thank you for your interest in a career with the Clayton Chamber of Commerce.