

## **Greater Clover Chamber of Commerce (GCCC)**

### **Executive Director Job Description**

#### **BASIC FUNCTION:**

The Executive Director is responsible for the day-to-day management and operations of the chamber office and paid or volunteer staff; for promoting all Chamber Member business in the Clover area and creating positive working relationships with all entities that affect local business and the Clover community; and developing and guiding active programs aimed to improve business-civic conditions. Responsible to the Board of Directors and reports directly to the President of the Board on a day-to-day basis.

#### **REPRESENTATIVE DUTIES:**

Guides the development of the chamber's overall business and economic plan; Responsible for carrying out the business and economic plan with the assistance of staff, officers and directors, and committee members, within the policy framework adopted by the Board of Directors.

In consultation with the Board of Directors or the officers, plans long-range policies for achievement of important chamber and community goals; Reviews proposals and projects originating in committees, and then places them on the agenda for board action (with recommendations); Works with board and committees for implementation of approved proposals or projects. Coordinates work of all committees.

Responsible for the general management and record keeping of the chamber's finances; Prepares the annual budget in conjunction with the Treasurer and budget committee.

Responsible for recruiting and training of volunteer staff; organizes staff and directs the chamber office; establishes the duties for staff.

Oversees the direction of all chamber membership and record keeping for such purposes; Prepares and maintains reports concerning membership; Directs the handling of correspondence to members regarding membership status or change in status.

Responsible for directing the preparation and dissemination of communications to the membership and general public including press releases, social media posts, website updates, event invitations, etc.; Directs the preparation of board approved official publications of the chamber such as pamphlets, membership bulletins, newsletters, news releases, or other methods used to disseminate information.

Represent the chamber at meetings of the Town Council, other related Boards and organizations, and governmental bodies; Attends conferences and conventions as needed to foster the betterment of the chamber; Develops and maintains a network of peers through local and regional professional organizations.

Informs the Board of Directors on developments affecting the business community.

In conjunction with the Chamber Board's Legislative committee, reviews and evaluates legislation, pending or proposed, which will have an impact on chamber goals and policies.

#### OTHER DUTIES:

Performs related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

Ability to communicate clearly and concisely, both orally and in writing.

Ability to plan, direct, supervise, and delegate work activity.

Possess general knowledge of business practices, operations and needs.

Knowledge of budget development.

Knowledge of information technology as applied to office management.

Ability to establish and maintain effective working relationships with others.

Strong interpersonal skills and ability to provide leadership.

Vision for long-range planning while focusing on the day-to-day needs of the organization.

Ability to make accurate projections and develop tracking systems to monitor, analyze and develop reports.

Meet schedules and time lines.

#### EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree and/or five years working in business with an emphasis in economic development, planning, tourism, marketing and sales. Familiarity with the tourism industry and local government and policy making is preferred.