

## **Position Description – Executive Director**

**Title:** Executive Director

**Reports to:** Board of Directors

**Supervises:** Tourism Director and any Office Staff



**Purpose:** The Executive Director (ED) is responsible for overseeing the operations of the Elbert County Chamber of Commerce (ECCC). The ED communicates effectively with the membership and the business community at large to advance tourism, business, and economic stability in the area. The ED should be creative, well organized, and an excellent communicator capable of functioning well in an independent environment.

**Membership Responsibilities:** The Elbert Chamber of Commerce exists to help our member businesses succeed so that the whole community thrives. We exist because our members exist. Membership responsibilities of the ED include but are not limited to:

1. Communicate effectively with members to understand their greatest needs and creatively problem solve to help them be successful. In the past, this has included surveys that led to conferences, summits, roundtable discussions, free training events, and other value-added products and events.
2. Continually check-in with current members and actively recruit new members.
3. Always be researching and learning new ways to help our member businesses.
4. Understand the benefits of membership and be able to explain the benefits and purpose of the Chamber of Commerce.
5. Manage the membership ensuring that dues are sent out, overdue accounts are paid, and all membership related questions are answered. This requires use of the software platform GlueUp.
6. Coordinating and executing events such as Business after Hours events, Business of the Month highlights, New Member radio highlights, Ribbon Cuttings, etc.

**Organization Responsibilities:** The ED is responsible for managing the Elbert County Chamber of Commerce business including but not limited to the following...

1. Record and reconcile both the tourism and operating business accounts for the ECCC. Create, manage, and report on the ECCC operating budget. Oversee the tourism budget.
2. Understand accounting reports and accounting best practices. ED is responsible for filling out the annual business reporting to the Secretary of State and is responsible for IRS correspondence including submitting an annual tax return.
3. Act as the official Human Resource representative for the ECCC by hiring employees when necessary, performance managing employees, on-boarding new employees, and training employees. The ED is also responsible for managing benefit packages, updating contracts and job descriptions, posting payroll, and posting positions.

4. Responsible for on-boarding new board members and keeping all board members informed on Chamber affairs. The ED acts as a secretary for each of the board committees and is responsible for organizing committee meetings.
5. Assists the Chair of the Board for monthly board meetings by arranging the location, food, and all board documents. Schedule Board Meeting and act as the Secretary by taking notes and the minutes.
6. Schedule, organize, and execute an annual meeting of the membership.

**Community Responsibilities:** The Elbert County Chamber of Commerce helps businesses by also boosting the community. These are the main community responsibilities:

1. Work closely with the Elberton Main Street Director and the Downtown Development Authority Board to host and promote events throughout the year.
2. Partner with the Small Business Development Center in Athens to provide business resources to the members and other community members.
3. Sponsor the STAR student of the year through the PAGE teacher association.
4. Contribute to specific community-wide initiatives. In the past this has included: attending Rural Prosperity Forums, organizing free life skills classes, and assisting with the community-wide rebranding in 2020.
5. The ECCC runs two leadership programs for the community: the LEAD ELBERT adult program and the Elbert Youth Leadership Academy youth program. The ED is responsible for managing, operating, and maintaining these programs.
6. Organize and fundraise to cover the cost of the annual car show fireworks.

**Tourism Responsibilities:** The Executive Director is responsible for overseeing and working closely with the Tourism Director (TD) to help promote tourism in Elbert County.

1. Assist the Tourism Director in keeping all tourism materials up to date and maintaining the Welcome Center/Chamber Offices.
2. Approve the Tourism Director's tourism budget annually before the TD presents the tourism budget to the Board of Directors.
3. Strategically recruit board members who are passionate about tourism and advancing tourism in our area.
4. Maintain and help improve the Chamber website so that it is more conducive to tourists and future businesses.
5. Host, execute, and promote the Annual Twilight Stroll by the Granite Bowl 5k/10k and other tourism events.

**Skills Required:**

1. **Communication Skills:** Superior interpersonal and communication skills are a necessity. Positive attitude and high energy levels are required. Candidates must be able to communicate effectively digitally, orally, and in writing. Must be able to speak publicly.
2. **Computer skills:** Must be fluent in Microsoft Office (word, outlook, excel) and Quickbooks Online. Experience in WordPress, Canva, Mailchimp, GlueUp, Basecamp, Webex, Google (drive, analytics, business profiles, etc.) preferred.

Candidates should be able to work on both PCs and Apple products. Graphic design and marketing experience preferred.

3. **Etiquette skills:** Candidates must act professionally and adhere to a high standard of communication etiquette including phone and email correspondence. Candidates must be able to put aside personal problems and biases for the good of the organization and the community.
4. **Organizational skills:** Candidates must be able to keep organized records of all transactions and correspondence. Ability to file, edit, and create a system of organization is preferred.
5. **Political and Public Relation skills:** Ideal candidates should be able to handle political pressure and make well-calculated judgements in-line with the Chamber's constitution and the Board of Directors. Knowledge of writing press releases and handling media/press preferred.

**Other Requirements:**

1. **Education/Experience:** College degree preferred or at least five years' experience in a related field of work.
2. **Physical:** Candidates should be able to speak/hear/read and understand English. Candidates should be able to sit, stand, and reach overhead. Other physical requirements include: lifting up to 25 lbs, visual and mental concentration, and performing repetitive motions.
3. **Character:** Candidates must be able to work independently and have good morale. Top characteristics desired in an ideal candidate include: honesty, empathy, and having an open mind.