



Belfast Area  
Chamber of Commerce

## **BELFAST AREA CHAMBER OF COMMERCE**

### **POSITION DESCRIPTION**

TITLE: Executive Director      REPORTS TO: Board of Directors

#### **OVERVIEW**

The Executive Director is responsible for executing and fulfilling the objectives and mission of the Board of Directors. The Executive Director acts as the liaison for the Chamber with other organizations, chamber membership, staff and the community.

The Executive Director has the responsibility for all Chamber operations & projects, as well as authority for approved budget expenditures. The individual must be skillful in assessing needs and attitudes of Members and other stakeholders and must be skillful in monitoring and directing the Chamber in actions regarding those issues. They are a vigilant ambassador for the needs of the Belfast Area Chamber members in regional and statewide discussions and economic development planning. The position is a full-time salaried position, with paid time off and disability benefits.

#### **MAJOR JOB FUNCTIONS**

##### **1. ADMINISTRATION**

- a. Personnel
  - i. Oversee the management of the chamber staff including the hiring, firing, performance reviews, salary and benefits administration, policy and general supervision.
  - ii. Coach and develop the internal staff to attain consistent, highly effective performance.
  - iii. Promote a working environment of excellence, external and internal collaboration and professional standards for the organization. Build accountability into the culture.
- b. Financial Management
  - i. Oversee the general finances of the chamber including payroll.
  - ii. With the approval of the Finance Committee of the Board, develop an annual budget for the Chambers operations that delineates projected revenues and expenses and a projected net profit as appropriate.
  - iii. Monitor Chamber's fiscal condition and reports to the Board as appropriate.
  - iv. Ensures annual State and Federal Filings are completed along with other regulatory compliance reporting.

## **2. PROGRAM & EVENT OVERSIGHT**

- a. Draft annual Workplan for Board approval, describing all Programs and Events for the coming year.
- b. Oversee and direct the planning and execution of all Chamber Programs and Events.

## **3. SUPPORT OF BOARD OF DIRECTORS**

- a. Coordination of Board and Committees, minutes and other materials, and scheduling of all Board activities
- b. Facilitate annual review of Strategic Plan.
- c. Assist in identifying and recruiting new Directors.

## **4. REPRESENTATION OF CHAMBER AT OUTSIDE EVENTS & MEETINGS**

- a. Attend and project a strong and positive professional presence on behalf of the Chamber at Chamber Events, community events, outside organization events, and various meetings and working groups as appropriate to attend.
- b. Maintain local, regional and governmental relations to benefit the Chamber and advance its goals.
  - i. Serve as primary liaison to town, county and state governments.
- c. Promote the interests of the Members of the organization in our local communities, as well as regionally and statewide.

## **5. PERFORM OTHER DUTIES** as assigned by the Board of Directors.

- a. Maintain open communication with the Board, and work with the Board in the governance of the Chamber; bring issues to the Board in a timely fashion.

<b>REQUIRED SKILLS AND ABILITIES</b>
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- A. High School diploma or equivalent
- B. Excellent professional relationship skills with demonstrated success. Ability to communicate and express ideas effectively, both orally and in writing.
- C. Must be skilled in computer applications (Microsoft Outlook, Office, Adobe Photoshop or comparable program, WordPress and Power Point).
- D. Strong ability to foster teamwork and collaboration between/among Board members, staff, Chamber members, community leaders, elected officials and strategic committees and organizations.
- E. Strong Executive and supervisory skills, including ability to plan, organize, lead, delegate, and monitor. Ability to work with spreadsheets and data and prepare informative reports.
- F. Ability to work independently with minimal direction.
- G. Passion for collaboration and networking.

<p>This description is not intended to be an exhaustive statement of all job responsibilities, but rather to act as a summary of the primary functions to be performed. The Board of Directors has the discretion to add or change the duties of this position at any time.</p>
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