

**HOLTON / JACKSON COUNTY CHAMBER OF COMMERCE**  
**Executive Director Job Description**

**General Description**

The position of Chamber Executive Director (hereafter referenced as “Director”) of the Holton/Jackson County 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, initiates programs, which are funded with member dues, guest tax, and fund raising. These programs must promote activities to advance the general welfare and economic development of the Holton/Jackson County area and ensure the 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 non-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 monthly newsletter.

Maintains the Chamber’s web site and a community calendar, distributing that information through various means (web site, news media, newsletter, etc.); seeks opportunities to add tourism and business events to calendars in magazines and all possible publications and ensures inclusion.

Issues press releases, letters to business clients and public officials, and publicity to other Chamber publications.

Develops publications, brochures, and promotional literature.

### Public Relations

Develops and maintains beneficial relationships with other economic development organizations, Holton Main Street, city and county government entities.

Schedules and/or participates in meetings of various groups within the business community (including retail, tourism and Jackson County Leadership) 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

Develops and maintains an on-going data base on existing members, community organizations, tourism-related businesses, Chamber committees, and media contacts.

Coordinates and assists the Board in the design and execution of projects to enhance the community and encourage trade, tourism, and industry in the area.

Helps prepare, attends and participates in all Chamber sponsored events and functions.

Assists the Board in budget, long range and strategic planning.

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

### Office Responsibilities

Working in conjunction with the Board, ensures the Chamber has adequate insurance for fire, liability, and other needed protection.

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

Professionally supervises 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.

Provides on-going tracking of office and telephone traffic with timely and accurate preparation of monthly statistical reports.

Straightens and re-stocks the Chamber brochure rack with special emphasis on insuring that Chamber members' information is displayed; contacts potential and current brochure suppliers.

Stocks the office with necessary information on various subjects and demographics to assist the public, the Chamber membership, and prospective businesses, as well as residents and visitors.

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

Prepares accurate and timely receipts for all incoming monies.

Performs other reasonable duties as requested by the Board.

### **Salary and Hours**

This is a salaried full time position. The Board shall determine the hiring of and compensation for said position. The Director must be able to work flexible hours, generally requiring 30-40 hours/week on average, and including some evenings and weekends. The Chamber office is open 20 hours a week. 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 Windows and related software, as well as proficiency in web-based research.

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**

Must be a Jackson County resident or willing to relocate after six months of employment.

### **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 Holton/Jackson County Chamber of Commerce is a voluntary partnership of more than 200 businesses, professional firms, non-profit organizations, individuals and government partners that have joined together to build a healthy economy and improve the quality of life in Holton/Jackson County (approximate population 12,000).