

LYNN AREA CHAMBER OF COMMERCE

JOB DESCRIPTION: Executive Director

Position: Executive Director

Reports to: LACC Board Chairman

Position Summary:

The Executive Director shall direct the organization in accordance with the policies, procedures, and by-laws of the Chamber. The Executive Director will manage all resources (including staff and volunteers) of the Chamber to match efforts of the strategic business plan and mission statement, as set forth by the Board, as well as advancing the growth and prosperity of all business members.

The Executive Director is responsible for a full range of activities including but not limited to, creation and coordination of programs, organizational structure and procedure, income and expenditures, growth and maintenance of membership, employment training, coaching and supervision of staff, interpretation of policy, long range planning and demonstration of leadership through involvement and participation.

Essential Functions:

- Establish and implement an annual business plan consistent with achieving strategic goals.
- Work with Board of Directors to implement and maintain the corporate mission and vision and set strategic direction.
- Oversee, manage and maintain fiscal resources of the organization including preparation of the annual budget in partnership with the Board Treasurer and Budget and Finance Committee for approval by the Board of Directors, and ensuring that all financial records are audited in compliance with established laws.
- Assure adequate records of all transaction and correspondence are maintained for review by auditors, the Board, other officials or agencies.
- Manage and maintain membership recruitment and retention strategies and by creating, directing and participating in members services, events and on-going communication.
- Establish and cultivate relationships with city, regional, state and federal government branches, business and community leaders. Represent the LACC at government or business meetings as needed, serving as the public relations voice of the organization.
- Plans, creates, implements and promotes a variety of small and large Chamber events and must be comfortable raising sponsorship funding for events and programs. Collaborate with committee Chairs.
- Responsible for the image, branding and public relations of the organization.
- Participate in all LACC activities and events to promote and enhance the image and relationship with the membership and other community groups.
- Experience in supervisions with proven ability to recruit, develop, empower and retain staff.
- Negotiates contracts on behalf of the Chamber in consultation with the Board Chairman.

- Prepares backup documentation for SCORE/city contract.
- Completes other duties as required by the Chairman of the Board.
- Perform other tasks as assigned.

Non-Essential Functions:

- Attends periodic morning and evening events, meetings and workshops.
- Complies with dress code in a professional work environment.

Experience and Skills

- Bachelor's Degree with 3+ years in management, development, sales or communications.
- Strong knowledge of budget management, strategic planning and volunteer recruitment.
- Proven and strong leadership skills.
- Bi-lingual Spanish speaking candidate preferred but not required.
- Results-oriented leader whose key objective is to build consensus and create beneficial and positive partnerships in multiple scenarios.
- Ability to think critically, problem-solve, multi-task and work well under deadlines.
- Demonstrated ability to work well with and motivate a variety of diverse personalities across multiple socioeconomic backgrounds.
- Understanding and knowledge of economic development and political dynamics within an urban community.
- Excellent written, oral communication and interpersonal skills and relevant media experience.
- Ability to solicit, fundraise and secure sponsorship dollars from public and private sectors.
- Other combination of skills and experience could provide the necessary knowledge and ability to perform this job.
- Knowledge of social media and proficiency with Microsoft Office Suite.

Education

- A Bachelor's Degree in business administration, marketing and communications or related field.

Physical Requirements

- Involves work of an office nature usually performed sitting for at least 60% of the time, with appropriate work breaks.
- Must be able to operate a motor vehicle to attend meetings and member visits.
- Physical stamina needed to function for ten or more (10+) hours in a single workday.
- Must be able to lift and move up to 40 lbs.

Internal and External Contacts

- Interfaces regularly with outside vendors, clients and members.

- Interfaces regularly with office staff.
- Interfaces regularly with LACC Chairman, Executive Committee, Board of Directors and community-at-large.

Reporting Structure

- This position reports to the LACC Chairman of the Board.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function in a satisfactory manner. The requirements listed above are representative of the knowledge, skill and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements

The physical demands described are representative to those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Benefits package. Salary commensurate with experience.

DEADLINE to APPLY is Monday, May 21st by end of the business day.