

Executive Director: Bonham Area Chamber of Commerce

Employment Classification: Full-Time reporting to the Board of Directors

Target Position Start Date: December 15, 2020

This position is responsible for maintaining and fostering community and business relationships; driving chamber membership; and serving as a liaison among community organizations, businesses, and the local government. A dedicated, knowledgeable, and driven team of board members will assist the Executive Director in this work.

This is a full-time position and scheduled hours of work and days are flexible. Additional evening and weekend work may be required as job duties demand. Travel is primarily local during the business day.

Duties and Responsibilities:

Primary

- Carries out the policies and directives of the Board of Directors
- General management and coordination of all Chamber activities including the day-to-day operations
- Supervises staff and volunteers for the chamber
- Reviews proposals and projects to present to the Board of Directors
- Serve as adviser to the Board of Directors on program planning. Will assemble information and data and be prepared to present reports as directed
- Continually explores collaborations, alliances, and other innovative approaches
- Attend Town Council Meetings as needed
- Ability to set high standards of integrity and ethical conduct throughout the organization and model these behaviors

Public Relations and Marketing

- Ensure that all Chamber programs, activities and events are properly planned and coordinated
- Facilitate Chamber events
- Write and publish the Chamber newsletter
- Update the Chamber website and social media
- Prepares or directs the preparation of Chamber publications and promotional materials such as pamphlets, flyers, newsletters, newspaper columns, or other methods used to disseminate information
- Represents the organization at various meetings, local and state events
- Serves as a community liaison; maintains close relationships with groups in the community, local government and agencies, businesses and community organizations

Membership

- Ensure communication of member benefits, programs, events and activities to the membership
- Continually reviews existing member services and evaluates potential opportunities to best serve the Chamber's membership
- Seeks out opportunities to promote the Chamber and its members
- Proactive in reaching out to new and existing businesses regarding Chamber services
- Provides excellent customer service to members, visitors, and customers including walk-ins, events, phone calls, e-mails, and other forums

Committees and Volunteers

- Responsible for recruiting, training and organizing volunteers to assist with various projects, committees and events

Financial

- General responsibility for management of the Chamber finances
- Prepare the annual budget
- Submits budgets for approval of the Board of Directors; approves all specific expenditures coming under the budget, adopted by the Board
- Prepares the financial statements on a monthly basis for the Board of Directors
- Weekly bank deposits as needed
- Handles the billing and collection of membership dues as well as overseeing all other accounts payable and receivable invoices
- Manages all information needed for checks to be signed by a board member – director does not have authority to sign checks on their own.

Computer Skills

- Competent and proficient understanding of web-based and social media platforms. Technically competent with various software programs including but not limited to QuickBooks and the Microsoft Office Suite (Word, Excel, and Publisher)
- Must be able to learn, understand and apply new technologies

Work Environment

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing

the duties of this job, the employee is regularly required to speak publicly. The employee is required to sit, stand and walk. Must be able to lift and carry 50 lbs.

Preferred Education and Experience

- Bachelor's degree in communications, marketing, business or related experience
- Excellent interpersonal, leadership and communication skills (oral and written), including creative problem-solving abilities
- Ability to efficiently handle multi-tasking
- Ability to be flexible about business hours and accepting new responsibilities
- Nonprofit experience is a plus

Application Notes:

- All applicants must pass a background check
- All resumes should be submitted by June 15, 2020

Job Type: Full-time

Experience:

- relevant: 1 year (Required)

Education:

- High school or equivalent (Required)

Work Location:

- One location

Benefits:

- Paid time off

Detailed Duties of the Position

Bonham Area Chamber of Commerce

- 1) The Bonham Area Chamber of Commerce events and functions
 - a. Schedule ribbon cuttings and special events
- 2) Set-up and take down for all events
 - a. Christmas, Halloween, Golf Tournament, etc.
 - i. Involves setting up Christmas tree and all associated items with event
 - ii. Involves putting out and taking down tables for some participants
 - iii. Involves putting out hole signs and picking back up
- 3) Financial
 - a. Create invoices
 - b. Pay bills
 - c. Reconcile account
 - d. Create all reports for website and board monthly
 - e. Keep track of all income and expenses by activity or fundraiser type
- 4) Web Site
 - a. Maintain all aspects of the website for new members, new programs, etc.
 - b. Maintain social media accounts
 - c. Maintain and manage the Square selling site for events and payments
 - d. Send out meeting notices through the chamber website
 - e. Maintain the chambers calendar
- 5) Research and present best options for various projects to undertake to the board of directors.
- 6) Be up-front and direct on the costs of projects both before and after completion.
 - a. Be willing to recommend a project that might not make sense financially but would have other returns to the chamber in public relations
 - b. Be willing to recommend cancelling projects that might be the passion of only a few people but does not make sense from a financial or public relations viewpoint.
- 7) Willing to accept feedback (good and bad) from anyone about the chamber or its activities
 - a. Act on legitimate feedback to make a program more successful next time
- 8) Understand that duties may require weeknight or weekend working at times to make the position successful