

Hope-Hempstead County Chamber of Commerce
Executive Director Job Description

Position Title: Executive Director (ED)

Reports To: Chamber Board of Directors

Supervises: Office Team

General Summary:

The Executive Director (ED) is responsible for overseeing the coordination of the existing operations of the Hope-Hempstead County Chamber of Commerce. The ED develops, promotes, and plans events and functions, communicates effectively with membership on needs, ideas and opportunities. The ED also works alongside the board in the development of the annual budget and organizational plans that advance the general welfare and prosperity of Hope and Hempstead County and the chamber membership. The Executive Director should be creative, well organized, and an excellent communicator capable of functioning well in an independent environment.

Duties and Responsibilities:

Chamber Development -The Executive Director must anticipate emerging and long-term planning needs of the chamber. In conjunction with the board, devise and implement a strategic plan to showcase and celebrate the chamber's mission and to ensure success for chamber growth. The ED must put plans in place pertaining to programs and events, predominantly the Hope Watermelon Festival.

Board Relations - Build and maintain strong relationships and communications with the Board of Directors. Provide necessary leadership to garner full engagement of board members. Plan and organize the board meeting and coordinate plans and the agenda in conjunction with the president of the board.

Interpretation of Policy - The ED will ensure that the chamber policies, as established by the board, are kept up to date and implemented. Operate the chamber in accordance with the Bylaws, existing procedures, AR state laws and Federal laws as a proper 501c6 organization.

Membership Relations - Development and retention of current and future membership prospects. Keep strong lines of communication open between all parties with emphasis on membership benefits. Facilitate, oversee, and implement the Annual Meeting. Continue membership visits and stay current on sharing news with chamber members.

Finance - The ED is responsible for working alongside the finance committee in preparing each year's budget. Ensure that financial reports are ready for each meeting. Ensure that events follow budgetary guidelines to meet goals.

Events - The ED will plan and implement the Hope Watermelon Festival working alongside the board and all community partners. The director will garner community support for events as needed. This includes Christmas Open House and the Christmas Parade. It is necessary to receive approval from the board prior to implementing additional fundraising events.

City of Hope - The ED is responsible for establishing and maintaining a favorable working relationship with the City. The ED ensures that the goals are met in the development of the downtown network efforts.

Staff/Operations - The ED is responsible for the employment of all staff personnel as the budget allows. The director is responsible for the maintenance of the chamber building and all other operational functions. The office and grounds should be kept clean, neat and attractive. Display membership information and other printed media in an orderly and inviting manner.

External Relations -As much as possible, attend meetings of organizations that share common priorities (city council / tourism commission/Hope Downtown Network).

Public Relations - The executive director is responsible for the reputation of the chamber within the community and greater area and is the chief spokesperson for the organization.

Other -The director works with media groups to strengthen the chamber's presence in Hope, Hempstead County & beyond. Maintain a consistent presence on social media. Work alongside SWARK. Today in updating the Tourism and Relation Guide. The ED processes mail and handles membership and tourist correspondence.

Personal Characteristics and Experience - Ideally, the Executive Director of the Hope-Hempstead County Chamber of Commerce will have a unique combination of personal and professional qualifications. This includes, but not limited to:

- Familiarity with the unique challenges of running a nonprofit; someone who understands the dynamics of a chamber of commerce or similar membership organization and who is genuinely interested in working effectively within that realm
- Executive style that can generate respect and support from a wide range of constituents including large and small businesses, nonprofits, community groups, elected leaders and staff at the local, regional and state level
- Ability to lead and development a long-term vision
- Experience and understanding in preparing financial budgets, marketing plans, and all other necessary plans to operate the day-to-day and long-term action plans of the chamber
- Ability to articulate the mission and vision of the chamber
- Excellent communication skills and presentation ability; comfortable with new and traditional media
- Time management skills and proven ability to prioritize responsibilities
- Demonstrate interest in the community and businesses in Hope and Hempstead County

- Excellent verbal and written communication. Outgoing with the ability to motivate people. Strong networking and leadership skills. Even temperament, even when under stress. Ability to function well as a part of a multi-functional team.

Typical Physical Activity

- Speaking, hearing, reading and understanding English
- Repetitive motion
- Lifting and carrying
- Able to lift up to 50 pounds
- Reaching overhead
- Sitting, standing and walking for long periods of time
- Visual and mental concentration

Essential Qualifications

- Education/Experience: College Degree preferred or at least five-years' experience in a related field of work
- Reliable attendance
- Able to work in a PC networked environment
- Some graphic design and marketing experience preferred, or willingness to learn

Status - Full-time, salaried exempt

Resumes should be submitted to: Hiring Committee, PO Box 250, Hope, AR 71802. The position is open until filled. Priority given to those applying by January 31, 2022. The Chamber is an Equal Opportunity Employer.