

Job Description

Position: Executive Director

Reports To: Chamber President/Executive Board

The Byron Area Chamber of Commerce is seeking an Executive Director who will be responsible for the development and growth of the Chamber Organization and its members. This position is a 20 hour a week, independent contractor position that will primarily work from home. Ideal candidates will have their own computer, access to internet, and a printer.

The Executive Director is employed by the Byron Area Chamber of Commerce Board of Directors and is responsible for effectively leading the Chamber in achieving its mission and servicing its members. The director is responsible for running the day to day chamber business and the full range of activities including organizational structure and procedures, direct supervision of volunteers and other contract staff, revenue and expenditures, membership retention, marketing, planning and organization of yearly Chamber events, and community involvement.

Experience/Skills

- A self-starter with the ability to work independently and willingness to learn
- Professional communication skills, including written and oral communications
- Ability to plan, organize, and set long-term strategy
- Knowledge of software applications such as email, word processing, spreadsheets, and QuickBooks.
- Experience in coordinating events of all sizes from board meetings to community events
- Working knowledge with social media channels such as Instagram, Facebook, and Twitter

Responsibilities

1. With assistance from the board, set yearly calendar and goals
2. Develop an annual budget and maintain monthly records
3. Coordinate the creation of the yearly Welcome Book
4. Identify ways to increase chamber revenue while adding membership value
5. Develop and maintain relationships with Current and prospective chamber members
6. Develop and implement an orientation plan for new members and Directors
7. Coordinate and lead special event committees such as Good Neighbor Days and BRRR Fest
8. Supervise the training of an organization of volunteers and other contracts employees
9. Manage all incoming phone calls and emails to the Chamber
10. Maintain accurate membership records
11. Maintain records for the permanent file
12. Work with Membership director to meet prospective new chamber members
13. Coordinate all ribbon cuttings and grand openings

14. Update website, social media and Dropbox when needed
15. Follow any other request by the Executive Board