

NOME CHAMBER OF COMMERCE

Employment Application



EXECUTIVE DIRECTOR

Title: Executive Director

Reports to: Board of Directors

Hours: Part-time, Exempt (possibility of full time pending additional funding)

Salary Range: \$20-\$30 per hour, DOE

JOB DESCRIPTION

The Executive Director is responsible for the full range of Chamber activities including but not limited to coordination of the program of work, organization structure and procedures, motivation of volunteers, income and expenditures, community outreach, service and promotion, maintenance of memberships, employment, training and supervision of staff, interpretation of policy, vision planning and maintenance of quarters.

PRIORITIES

Establish and maintain effective on-going relationships with members, gaining their trust and respect in an effort to understand their unique business challenges so as to provide them with the most value for their membership.

Effectively manage daily operations of the organization including implementation and administration of the By-Laws, policies and programs established or approved by the Board of Directors.

With direction and assistance from the Board of Directors, implement the mission of the Nome Chamber of Commerce, to "promote, support and facilitate commerce and economic growth in the community."

Align with board and act as a spokesperson for the organization.

Conduct official correspondence on behalf of the board as appropriate and jointly with the board as appropriate.

SPECIFIC DUTIES

Recruit and retain members, and maintain focus on the needs of the membership.

Thoroughly and accurately maintain membership records, including financials and contact data.

Create annual budget and manage finances to match projected income and outflows.

Oversee creation of financial reports and review reports prior to finalization for the Board of Directors.

Communicate with membership and the public via press releases, email, social media, etc.

Evaluate, update and maintain website.

Plan, promote and implement fundraising and other events. Provide information to potential visitors and re-locators to Nome, via phone, email and mail.

Represent the Nome Chamber at local, regional, state and national meetings and conventions as directed by the Board of Directors to foster the betterment of the Chamber's mission. Work with state, federal, city, and county legislators to communicate and lobby for the needs of the business community and Chamber members.

Demonstrate leadership in the community through involvement and participation.

Foster effective teamwork between the Board, Executive Director, Visitors Center and staff.

With the Board, serve as the 'voice and face' of the Nome Chamber, through public and face-to-face meetings.

Schedule, coordinate and publicize Nome Chamber Annual Meetings per the NCOC By-Laws.

Coordinate membership luncheons every other month that include the scheduling of quality speakers. Notify members and public per the NCOC By-laws.

Prepare for and implement monthly board meetings, under leadership of the president.

Report to board of directors monthly with narrative and financial goals and achievements.

Maintain the strength and integrity of the organization through accurate and thorough record keeping, reporting and filing ensuring all Nome Chamber activities are implemented within established policies, guidelines, laws and ethical practices.

Select, train, supervise and evaluate all staff of the Nome Chamber office.

Oversee the Nome Convention and Visitors Bureau Director and assist with hiring visitor center staff.

Maintain professional look of office space.

Any other duties as assigned by the Board of Directors in support of the Nome Chambers' mission.

REQUIREMENTS

Excellent verbal and written communication skills

Budget development and management skills

Knowledge of marketing, business theories, practices and procedures

Strong organization skills and attention to detail; the ability to accurately convey information to others and to keep accurate and organized records

Excellent computer skills including proficiency in Microsoft Word, Publisher, Excel, PowerPoint, QuickBooks and Social Media

Strong interpersonal skills and ability to provide leadership

Ability to work with a variety of people

Politically astute

Ability to manage and work on multiple projects at one time

Vision for long-range planning while focusing on the day-to-day needs of the organization.

Flexible schedule to include attendance at all events and functions as needed.

This job description is not intended to be all-inclusive. Employee may perform other related duties as directed to meet the ongoing needs of the organization.