

GREATER BELLEVILLE CHAMBER OF COMMERCE
Position Opening for Executive Director

EXECUTIVE DIRECTOR JOB DESCRIPTION

The Greater Belleville Chamber of Commerce has a budget of over \$650,000 with a membership of 550 businesses in the Belleville, Illinois area. It is the third largest chamber of commerce in the St. Louis Metropolitan area and the largest on the Illinois side of the metro area, according to the St. Louis Business Journal Book of Lists for 2015-2016.

The Executive Director is the top administrative employee of the Chamber. The Director is responsible for all administrative and management functions, following the bylaws and policy guidelines of the organization. The Director executes the mission of the organization by planning, directing and overseeing all activities of the Chamber. Other key duties include fundraising, marketing and community outreach. The position reports directly to the Chamber's Board of Directors.

GENERAL RESPONSIBILITIES

Board Governance:

Works with the Board in order to fulfill the organizational mission

The Director leads the Chamber in a manner that supports and guides the organization's mission as defined by the Board of Directors. The Director is responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and make informed decisions.

Financial Performance & Viability:

Develops resources sufficient to ensure the financial health of the Chamber

The Director is responsible for the fiscal integrity of the Chamber which includes submission to the Board of an annual budget and monthly financial statements, which accurately reflect the financial condition of the organization. The Director is responsible for fiscal management that operates within the approved budget, ensures maximum resource utilization, and maintenance of the organization towards a positive financial position.

Strategic & Policy Development:

Collaborates with the Board to develop and review plans and policies for the direction of the Chamber

The Director guides the allocation of Chamber resources in order to accomplish strategic goals. The Director works with staff to develop the annual calendar of events along with timelines.

Personnel Management:

Recruits and provides training for staff to fulfill job description responsibilities

The Director oversees staff performance standards, conducts personnel reviews, submits salary and benefits recommendations. The Director works closely with the Membership Development Director to achieve new member recruitment and existing member retention goals.

Advocacy and Communications:

Develops meaningful relationships throughout the community

The Director represents the Chamber in contact with members, government officials, public agencies, local organizations and the general public in fostering positive and effective relationships.

PREFERRED PROFESSIONAL QUALIFICATIONS

- Minimum of a Bachelor's Degree in business, finance, or marketing
- At least 5 years senior administrative experience in a leadership position
- Experience with volunteer management
- Knowledge of budget development
- Excellent verbal, written and presentation skills
- Outstanding organizational skills
- Skills in collaboration and motivation applied with Board, staff, and Chamber members

SALARY & BENEFITS INFORMATION

Commensurate with qualifications (education / experience / knowledge / skills)

CANDIDATES FOR EXECUTIVE DIRECTOR POSITION

Submit cover letter and resume by email to:

bvchamber@memhosp.com

Cover letter/resume submissions will be accepted until Friday, April 29, 2016.