

**COMPANY NAME:** Alma Area Chamber of Commerce

**POSITION TITLE:** Executive Director

**REPORTS TO:** Board of Directors

The Executive Director is responsible for organizational structure and procedures, fundraising, public relations, maintenance of membership, employment, training, and supervision of staff at the Chamber. The Executive Director is accountable for the interpretation of bylaws, preparation and management of operating budget, and maintenance of facility. This is a Safety-Sensitive Position.

**Essential Duties & Responsibilities:**

- Represent Chamber of Commerce at meetings, conventions, and other functions to promote public relations and ensure value awareness of Chamber activities. Be an active member of the Arkansas Chamber Executives.
- Provide leadership and work in a cooperative manner with Chamber committee members.
- Maintain a working relationship with the Arkansas Department of Economic Development, the Arkansas Highway Department Resident Engineer, city councils, city offices, and local officials.
- Implement an active visitation program for existing members.
- Speak publicly on behalf of the Alma Area Chamber.
- Represent the Alma Area in hosting industrial and retail prospects, prepare responses to inquiries from industrial and retail prospects.
- Maintain a current Chamber directory, maintain, and update all social media accounts.
- Assist in Board meetings and membership meetings. Prepare and give a report to the Board of Directors and Executive Committee at each meeting.
- In conjunction with the Budget and Finance Committee, the Executive Director is responsible for assisting with the creation of the annual budget. Responsible for maintaining all financial transactions within the framework of the budget.
- With the coordination of the Membership Committee, the Executive Director is accountable for maintaining the membership at a level that will ensure the necessary income for the operations of the program.
- Assist in the development of business promotions, community activities, fundraisers, and various other activities.
- Develop all public relations and publicity programs, to include writing public service messages, press releases, and advertising.
- Account for all Chamber property, facilities, and equipment.

- Perform all other duties as requested by the Board of Directors to meet the needs of the Chamber.
- Ability to work with civic and other not for profit groups in the alma Area to diversify and enrich life for all in the Alma area.
- Train, supervise, and evaluate any office staff in their job tasks.
- The ability to work in a constant state of alertness and in a safe manner.

**Education, Knowledge, Skills, and Abilities:**

- Bachelor's degree in business, marketing, public relations, or related field preferred; or an equivalent combination of education and experience.
- Experience developing and implementing strategic plans with accountability for budget and financial decisions.
- Experience and demonstrated ability to develop and maintain positive working relationships, leading and managing a team.
- Ability to read and interpret financial statements and manage a budget.
- Computer proficiency in Microsoft Office; as well as ability to learn or proficiency with Quickbooks.
- Strong communication (oral and written) and diplomatic skills for interacting with appointed officials, team members, and the public.
- Ability to handle multiple priorities simultaneously.
- High standards of integrity, work ethic, trustworthiness, and personal responsibility.
- Experience and confidence in public speaking across multiple platforms.
- Must have and maintain reliable transportation.
- Must be able to attend meetings and events on weekends and in the evenings.

**Work Environment:**

This position works in an indoor office setting with frequent outdoor exposure. This is a diversified job requiring sustained mental effort related to public contacts, organizational issues, mediation, planning and technical areas, as well as frequent travel, public speaking, and non-standard business hours. The work environment is fast paced.

**Salary and Benefits:**

- \$26,000.00 base salary/bi-weekly

Incentives possible

- PTO available

**To apply send a cover letter and resume to [almachamberapplications@gmail.com](mailto:almachamberapplications@gmail.com).**

**Physical Demands & Mental Competencies:**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle and feel. reach with hands and arms, talk and hear. The employee frequently is required to stand, walk, stoop, kneel, crouch, or crawl. The employee is occasionally required to sit, climb, or balance. The employee may occasionally lift and/or move objects up to 15 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Able to work non-standard business hours to complete responsibilities, and travel when necessary to meet the needs of Chamber.

This employee must be able to concentrate for long periods of time. Must be able to work within time constraints and adjust to multiple, simultaneous stimuli. This employee must be able to think critically; utilize sound judgment; promptly report potential risks.

**Other Duties:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

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