

The Clarksville-Johnson County Chamber is



NOW HIRING

EXECUTIVE DIRECTOR

Do you have a passion for your community and want to see it grow? The Clarksville Johnson County Chamber of Commerce is seeking a highly motivated individual to fill the role of Executive Director. This role is vital to our business community's health and growth. Check out the job description below to find out more.

REVIEW OF APPLICANTS WILL BEGIN IMMEDIATELY

See full job descriptions at:

CLARKSVILLEJOCOCHAMBER.COM/EMPLOYMENT-OPPORTUNITIES



EXECUTIVE DIRECTOR | FULL TIME POSITION

REPORTS TO:

Board of Directors for the Clarksville Johnson County Chamber of Commerce.

THE POSITION

1. The Executive Director shall be the full-time chief paid professional staff officer of the organization and shall have the official job title of Executive Director (hereafter, referred to as ED). The ED is an employee of the Board of Directors and shall report to the elected President. Applicable laws, the bylaws, articles of incorporation, and policies of the organization, as well as the individual employment contract, shall govern the terms and conditions of employment.
2. The ED shall be responsible for day-to-day operations and implementing the policies and programs of the organization as established by the Board of Directors. The ED is also responsible for the engagement of staff and other professionals.
3. The ED shall also serve as corporate secretary, and shall designate, subject to the approval of the governing Board; a person to perform the duties normally performed by a Secretary.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. The primary function of the ED's job must be to carry out the role, goals, and mission(s) of the organization, as expressed through bylaws, policies, resolutions, and actions of the Board of Directors. These goals and tasks will evolve and change over time; from time to time, as goals are achieved or abandoned, new or even contrary objectives and/or missions may be set.
2. It is an important duty of the ED to balance various roles, duties, and responsibilities to the different constituencies of the organization. For example, while it is an important function of the ED's position to be outward directed - toward other organizations, academia, government, and the international community - the ED must understand that another primary task is the management of the assets of the organization, the staff, and the organization's office. Accordingly, the ED monitors supervises and oversees the activities and projects of the staff on a close and frequent basis.
3. A fundamental duty of the ED is to manage the finances of the organization. This entails many sub-tasks, the most important of which is to advise the Boards or its delegate(s) frequently on the financial condition of the organization, especially when budgeted income or expenses vary significantly; to be familiar with the finances of the organization; to hire competent staff support with financial expertise; and regularly to consult with those responsible for financial affairs, such as staff, outside consultants and the Boards or its delegate(s).
4. The ED will work to maintain the organization's competitive posture within the state by working closely with many business organizations and state offices.

5. The ED directs the development of short- and long-range objectives, policies, budgets, and operating plans for the organization and oversees their consistent interpretation, implementation, and achievement.
6. The ED provides key performance indicators to the organization leadership on tactics and objectives annually to accomplish strategic directions. The ED manages these successfully and within the financial resources of the organization.
7. The ED represents the organization to city, county, and state government, industry groups, membership, and the general public.
8. The ED works with volunteers and the organization's leadership to implement the organization's strategic plan.
9. The ED directs an active outreach program to members, colleges, universities, and to other professional organizations.
10. The ED maintains and develops effective communications and relations with the Boards, officers, and committee heads, other organizations (domestic and international), and with other associations and boards.
11. The ED promotes the professionalism and expertise of the Clarksville Johnson County Chamber of Commerce to relevant audiences.
12. The ED assists in identifying future issues affecting the Chamber and creates plans for the proper role of the organization in those issues.
13. The ED builds name recognition for the organization in the public sector which increases the effectiveness of the organization as a whole to accomplish many things within the community.
14. The ED builds awareness and support for high standards for tourism for both Johnson County and the City of Clarksville.

RELATIONSHIP TO STAFF

1. As the head paid professional staff person, the ED has complete control over staff, subject to oversight and general direction by the Boards. The ED establishes organizational hierarchy and delegates authority and responsibility to subordinate executives regarding policies, contractual commitments, expenditures, and other personnel issues, retaining ultimate responsibility to the Boards and the organization. In addition, the ED, in consultation with legal counsel and/or other expert professional advice, must review all contracts to which the organization is a party before recommending approval by the Boards and/or Executive Committee.
2. This means, in particular, that the ED will be responsible for hiring, terminating, disciplining, setting the compensation for, exercising general supervision and oversight of, and otherwise setting all the terms and conditions for the employment of other staff consistent within the budget and policies as adopted by the Board of Directors. The ED will provide daily management to the staff in its work with members, committees, and task forces.
3. ED shall recommend to the Boards, for their approval, the engagement of outside paid professionals and/or consultants, such as attorneys, accountants, benefits plan administrators, and those engaged from time to time to provide specialized advice to the Boards.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are a general representation of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions.

An individual applying for this position should have education, knowledge, and experience in as many of the following areas as possible:

Non-Profit procedure, balancing budgets, human resources, event planning, contracts, economic and community development, public relations, marketing, business development, and workforce skills.

Additionally, this position will require the individual to be punctual, and organized, maintain a neat appearance, and have the ability to work in a fast-paced, ever-changing environment. Reliable transportation and knowledge of digital devices and social media will be needed. Computer experience and proficient keyboarding skills are a must. Canva experience, knowledge of Google platforms and Microsoft Office, and being bilingual (Spanish/English) is a plus.

Bachelor's Degree is preferred

Must possess valid Arkansas driver's license

WORK ENVIRONMENT AND PHYSICAL ABILITIES:

While performing the essential functions of this job, the individual is regularly required to stand, walk, and sit; use hands to finger, handle, or feel objects; reach with hands and arms, speak and hear, and occasionally lift and/or move up to 25 pounds. Specific vision abilities required include reading computer screen and written documents; close vision, color vision and ability to adjust focus. Communicate via verbal, audible and written means.

Work is performed in an office environment, using computers, phones, and other devices, as well as outside with exposure to temperatures, dirt, dust, and other weather.

This is a full-time position with regular hours being Monday through Thursday 8 AM - 5 PM, and Fridays from 8 AM - 4:30 PM

Irregular work hours will be required, including some evenings and Saturdays, and/or Sundays

Benefits include paid holidays, personal time off policy, cell phone reimbursement, vision and dental insurance, reimbursement of business travel, professional development, and training. The Chamber strives to provide compensation at market rates when compared to like organizations. The Chamber is an Equal Opportunity Employer.

APPLICATION PROCEDURE:

Review of applicants will begin immediately and will continue until the search is completed

Please submit a cover letter, resume, and at least three (3) references (as a pdf) to director@growjoco.com or as a hardcopy in person at the chamber during regular business hours

Regular business hours are as follows:

Monday - Thursday: 8 AM - 5 PM

Friday: 8 AM - 4:30 PM

THE CLARKSVILLE JOHNSON COUNTY CHAMBER RESERVES THE RIGHT TO CONSIDER AN EQUIVALENT COMBINATION OF EDUCATION, TRAINING, AND/OR EXPERIENCE NECESSARY TO SUCCESSFULLY PERFORM THE MAJOR DUTIES AND RESPONSIBILITIES OF THE POSITION.

NOTICE: The above job profile does not include all essential and nonessential duties of this job. All employees with disabilities are encouraged to contact the Personnel Department to review and discuss the essential and nonessential functions of the job. An employee with a disability can evaluate the job in greater detail to determine if she/he can safely perform the essential function of this job with or without reasonable accommodation.

DISCLAIMER: Job profiles are not intended, nor should they be construed to be, an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with a job. A job profile is not a comprehensive job description. It is intended for the sole purpose of acquainting a person who is unfamiliar with such position with a brief overview of the position's general direction and scope. This position profile is confidential, is intended for internal use only and may not be copied or reproduced by anyone for any purpose without written permission from the Chamber of Commerce. This position description is not a contract. The ED's contract rights, including termination of employment, grounds for termination, and all other terms and conditions, are as set forth in the contract of employment between the parties. In the event of any actual or apparent inconsistency between the terms of this position description and the contract of employment or the bylaws, the contract or bylaws, as the case may be, shall govern. The organization reserves the right to modify this position description at its discretion, at any time

*BOARD OF DIRECTORS: TONYA BUSH / IAN BRYAN | NOLA NEWTON | BRETT WOOD | JENNIFER KENDALL/ BARRY SELLERS
JEFF HOWARD | MATT HURST | FALON BRUECKNER | BRAD KENT | BILL KING | SCOTT SMITH | DANNA SCNEIDER |*

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