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EXECUTVE DIRECTOR JOB POSTING

1-23-18

Job Posting:

As the politically neutral Executive Director of the Chamber of Commerce, the position requires a self-driven business entrepreneur responsible for the daily operation of the Chamber office and staff, furnishing leadership within the Chamber and the Community to help create a favorable "business and living" environment and to help develop and guide an active program aimed at improving business-civic conditions. The Executive Director reports directly to the Board of Directors and is a part time position that requires on average around 10 hours per week.

Job Duties and Responsibilities:

To support, in a politically neutral manner, the current and future development of the business community within the Village of Alsip to ensure that we as a business community are visible to all and an attractive location to perform business within due to our proximity to the city center and accessibility afforded to us by rail, air and interstates. This includes but is not limited to; commercial, agricultural, industrial, civic and all other general interests of the Village of Alsip and its Trade Area.

The Executive Director assists all Chamber of Commerce Directors and Committee Chairpersons in carrying forward their various duties to enhance and drive the businesses within the community. The majority of the time the Executive Director and Office Administrator will run the entire Chamber as independent and self-driven business entrepreneurs. This person will be the ambassador to current established business and help promote our location to afford us future business development by enhancing our website, social media presence, general advertising and public relations.

The Executive Director will drive revenue centers to support the Alsip Chamber Business Entity such as; membership dues, membership levels from Alsip businesses and surrounding community businesses, and gain incremental income from community events. While also ensuring that the board is diverse and properly represented by the wide array of businesses that the community benefits from.

In the absence of key positions (President, Vice President, Secretary, Treasurer and other roles) the Executive Director will take on extra responsibilities. These would include, but not limited to:

Assist the President in selection of committee appointments, preparation of meeting agenda, inform him/her of correspondence relative to her/his office, and keep informed of the progress of various committees and of the daily operations of the organization in general.

Assist the Vice President in selection of speakers for meetings. Select location and meals for these meetings and any other necessary arrangements. Take care of registration at these meetings and make sure that new members are introduced and welcomed.

Manage the general operations of the Chamber office in conjunction with the Office Administrator. Handle daily mail and phone calls to the office. All correspondence clerical and financial work is carried on in the Chamber office. Take minutes at Board of Directors meetings and at committee meetings and keep official record of same. Assist in guiding the work production of the Chamber office to include but not be limited to the following; monthly chamber mailings, website, Facebook, and other Social Media products, yearly membership invoicing and collections, business directory/database updates, advertising, Alsip Job Fair, It Pays to Shop Alsip Campaign, Adopt a Pot Program, Alsip Scholarship Fund, Site File, and Maintain all Databases (Chamber Business Member and Non-Members, Mailing List, Payroll Reports, etc.).

Assist the treasurer in budget planning. Bills are received in the office, verified and checks are issued and presented to the treasurer for signature. All monies are received at the office and deposited to the checking account. A monthly treasurer's report is prepared and presented to the directors at each monthly meeting.

Assist the publicity chairperson in releasing information to local papers relative to Chamber activities. Assist the publicity chairperson in picture taking at various events during the year and post to the website and other social media outlets to enhance engagement.

Assist the publications chairperson in the preparation of all Chamber materials. The monthly newsletter is prepared in the office and printed and mailed/e-mailed under the

supervision of the Executive Director and the Publications Chairperson. The Chamber Directory and Map are prepared, updated, and reprinted in the Chamber office. All notices of meetings, events, and projects are issued from the Chamber office.

The Executive Director also assists all the other committees that function each year such as nominating, dinner dance, finance, business education, insurance, membership, membership services, and any other special committees that may be formed. The Executive Director attends meetings of all committees and provides whatever information or materials may be necessary to the committee for the carrying forward of its responsibilities.

Candidate Requirements:

- Considerable knowledge of computer programs.
- Above average mathematical comprehension to understand and interpret numbers as they apply to the Chamber Operation. Ability to sufficiently analyze complex reports, purchase orders, and similar materials and make judgements accordingly. Considerable working knowledge of accounting and finance as they relate to the fiscal and financial obligations of the organization, internal accounting controls, and financial analysis of revenues and expenditures. Proficiency with budget and financial statement preparation. Must have strong knowledge of financial statement content and be comfortable presenting financial data to Chamber leadership.
- Ability to read, write, speak and understand the English language to communicate with all involved.
- Thorough organization and management skills proficient in accomplishing the task.
- Ability to develop subordinates to enhance advancement.
- Must demonstrate an excellent ability to engage, lead, motivate, and provide encouragement to an individual and/or group of people.
- Ability to effectively listen and deal with internal and external customers, some of whom will require high levels of patience, tact and diplomacy to defuse anger, collect accurate information and resolve conflicts.
- Flexible with schedule as is a Part Time Position without benefits offered.
- Minimum of five to ten years' experience within non-profit, general business administration marketing/communication, public relations, advertising or related field. Past Chamber experience is an advantage.

- Any combination of education, training or experience that provides the required knowledge, skills and abilities. College Education Preferred but not necessary.
- Resides locally and possess considerable knowledge of the area businesses and attractions.

Traits for Excelling in this Position

- High level of energy
- Positive attitude
- Written and oral communication skills
- Outgoing, personable, and likeable
- Leadership
- Attention to Detail
- Professional Appearance

*A thorough job description is available along with the current By-Laws of the Chamber at your request.