

Basalt Chamber of Commerce Job Description for President & CEO

Job Title: President & CEO
Reports To: Basalt Chamber of Commerce, Board of Directors
Location: Basalt, Colorado
Date Posted: May 7, 2014
Job Type: Full-Time
Deadline to Apply: May 28, 2014 at 11:59 p.m.

About the Chamber The Basalt Chamber of Commerce is a voluntary membership organization of more than 415 businesses, professional firms, non-profit organizations, individuals and government partners that have joined together to promote tourism, build a healthy economy and improve the quality of life in Basalt, Colorado.

Mission Statement To advocate for, promote, and serve our members.

Vision Statement To grow Basalt, Colorado as a destination for businesses, locals, and visitors.

Position Summary

Under the general direction of the Board of Directors (hereafter referenced as “Board”), the President & CEO (hereafter referenced as “President”) is responsible for the management of the Basalt Chamber of Commerce (hereafter referenced as “Chamber”). The President creates and implements work plans to achieve the Chamber goals and objectives and manages the day-to-day operations of the Chamber office. The President provides leadership in the development of the Chamber, acquisition of resources, management of staff and evaluation of organizational efficiency. The President is responsible for upholding the Chamber bylaws, government regulations and policies established by the Board. Effective communication is essential in promoting and maintaining a positive relationship with everyone. As an ambassador of the Chamber, the President will conduct oneself in a responsible manner and professional demeanor that positively reflects upon the Chamber.

Reporting Relationship

The President/CEO reports to the Board President in regard to time off requests, and keeping the Board President informed about policies and procedures, before and after the monthly Board meetings. The President/CEO is an ex-officio member of the Board. This working relationship is reviewed as part of the President/CEO’s annual performance review.

Education and Experience

College graduate preferred with a degree in Marketing, Advertising, Business, Communications, and/or related field of study. Five years of related experience will be considered in either Chamber Operations, Hospitality, Tourism, and/or Business Management. Experience with non-profits, chambers of commerce, economic development and event planning is a plus.

Qualifications

- Posses strong verbal and written communication skills, the ability to interact with people of diverse backgrounds and interests, the ability to prioritize, the ability to understand the long-term implications of complex issues, good time management and interpersonal skills, and the ability to work well as part of a team.
- Be a self-starter with customer service and public speaking skills.
- Have a working knowledge of Microsoft Office tools (Word, Excel, and PowerPoint) and related software, as well as proficiency in QuickBooks and the Internet.
- Posses the ability to manage personnel, volunteers, and daily supervision of staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Communication

- Provide professional leadership, feedback, communication to all staff and volunteers to assure alignment with the Chamber’s Mission statement *“To advocate for, promote, and serve our members.”*
- Adhere to mission statement, goals, policies, procedures and bylaws.
- Conduct official Chamber correspondence and maintain all necessary records, documentation and communications.
- Manage the internal and external Chamber office operations, website services and technology needs of the Chamber to maintain efficient and effective business practices for supporting quality member services.
- Direct staff in preparing board meeting agenda, minutes, records, financials and necessary communications.
- Issue press releases, letters to business clients and public officials, and publicity to all media outlets.

- Prepare, or direct preparation of, official publications of the Chamber including publications, promotional literature, newsletters, website updates, social media updates, and newspaper articles.
- Distribute in a timely manner publications including the newsletter, calendar of events, and announcements to the membership.
- Entertain suggestions, proposals and requests from Chamber members and the community and translate them into action consistent with the mission and policies of the Chamber.

Events and Program Responsibilities

- Helps prepare, plan, attend and participate in all Chamber sponsored events and functions including but not limited to: Annual Members Meeting, monthly Basalt After Hours, monthly Lunch and Learn, Music in the Park concerts, and Ribbon Cuttings, and any other sponsored events or functions.
- Works with the Board in identifying fund raising activities or sources of funds for the Chamber.
- Work with committee chairs to ensure all events/projects are as effective as possible, including the maintenance of written records, timelines, budgets and evaluations.

Financial Responsibilities

- Oversee the Chamber finances and fiscal reporting (coordinating with the Finance Director or the CPA) to consistently keep the board and committee chairs informed with the accurate and timely materials.
- Maintain the Chamber finances through QuickBooks.
- Responsible for sending out all invoices and receiving payments.
- Prepare checks for authorized signatures.
- Maintain balanced checkbook and savings accounts with monthly reconciliation required.
- Prepare and control an annual budget.
- Prepare and send membership dues statements and collect dues.
- Collect other payments due to the Chamber in conjunction with its activities.

Marketing Responsibilities and Public Relations

- Serve as the organization's official spokesperson.
- Promote Chamber image, activities and events along with quality customer service to all members, visitors and other community constituents.
- Assist in developing and collaborating with plans and procedures to promote Basalt through local, regional, state, and national markets.
- In collaboration with the Board, develop and coordinate a countywide economic strategy that focuses on strengthening existing town businesses in all sectors and improving or diversifying the economy in sustainable directions that increase full-time, year-around jobs available to town residents.
- Collect and analyze relevant economic and socio-economic metrics for the county and town of Basalt.
- Serve on ALL committees of the Chamber, except for the nominating committee.
- Develop and maintain beneficial relationships with other local non-profit organizations, Chambers of Commerce, Tourism Agencies, and Town government entities.
- Schedule and/or participate in meetings of various groups or organizations within the business community (including retail, tourism and non-profit) when such meetings may involve or affect the purpose and function of the Chamber or related projects to the Chamber.
- Attend City Council meetings as well as Planning and Parks Advisory as necessary to keep the Chamber informed of critical business issues.
- Attend committee meetings to advise and assist as needed.
- Performs public relations and public speaking related to the Chamber's interests.
- Reports involvement with external organizations at each regular Board meeting.
- Marketing sponsorship sales skills.

Membership Responsibilities

Member Acquisition – The President will assist the Board in developing programs and events to retain members and attract new members consistent with established Chamber policy through:

- Conducting a needs assessment of members and recommending solutions within the scope of the Chamber.
- Setting goals for acquiring new members and providing reports to the Board on the number and the status of those activities.
- Preparing and delivering information packets to businesses new to the area.
- Providing new members with information packets.
- Continually motivate members to be active on committees, and inspire members to assume leadership roles in the organization.
- Membership retention and sales skills.

Office Responsibilities

- Perform duties as President for the necessary hours per week to meet the operational needs of the Chamber and attend evening/weekend events as necessary. This job requires more than 40 hours a week, and is not compensated with overtime pay.
- Maintain a functional office with special emphasis on providing a professional business office environment.
- Able to manage multiple projects and initiatives simultaneously in an organized and timely manner.
- Responsible for the recruitment, hiring, training, management, performance evaluation and termination of all paid staff, interns and consultants.
- Maintain and ensure the confidentiality of sensitive materials and operations, including member and personnel records.
- Greet visitors (both in the office and on the telephone), help them to locate brochures and maps, answering questions about the area, being knowledgeable of local attractions and events, providing business referrals to Chamber members, and logging visitor activity for statistical reporting.
- When necessary, assist with straightening and re-stocking the Chamber brochure rack with special emphasis on insuring that Chamber members' information is displayed; contacts potential and current brochure suppliers.
- Coordinate the brochure distribution of the yearly Basalt Directory/Visitors Guide and various rack cards.
- Responsible for the timely opening and distribution of incoming mail; responsible for outgoing mail that reflects a professional appearance.
- Prepare notices, agendas and takes meeting minutes at monthly Board meetings.
- Perform other reasonable duties as requested by the Board.

Hours

The President must be able to work flexible hours, generally requiring 40-50 hours/week on average, and including some evenings and weekends; The President is expected to attend Chamber sponsored events.

Minimum regular hours are: 8:00 a.m. to 5:00 p.m., Monday through Friday. Lunch can often include lunch meetings.

Overtime or compensatory hours are a function of time management rather than compensation. Extraordinary or unanticipated issues can be negotiated with the Chairman and Board as required. The President is to ensure the office is covered by an assistant or volunteer when out of the office.

Residency

Preference will be given to those who live in, and are familiar with, the Basalt area.

Salary

This is a salaried full-time position with a starting salary range of \$40,000 – \$45,000 with bonus potential; paid vacation and personal time in accordance with the Employee Handbook. The Board shall determine the hiring of and compensation for said position.

Probationary Period

There is a three-month probationary period at which time the Board of Directors will evaluate the job performance of the President & CEO. The information included in this position description does not create contractual employment rights. An employee is considered to be an at-will employee for the purposes of employment.

Applying for Position

No phone calls or walk-ins please. Thank you.

Qualified applicants should submit their resume along with a cover letter and three professional references.

Note: Applicant must possess a valid driver's license and have access to an insured vehicle.

E-mail to:

BasaltChamberCEO@gmail.com with

"President & CEO Search Committee" in the subject line