

POSITION: Executive Director of the Lake Mills Chamber Development Corporation

ACCOUNTABILITY: Board President and Executive Committee

STATUS: Exempt

PREPARED BY: Executive Committee

POSITION OBJECTIVES AND PURPOSE:

The Executive Director is responsible for assisting the board in the full range of the Lake Mills Chamber Development Corporation activities. Including but not limited to coordination of projects, organization structure and procedures, motivation of volunteers, income and expenditures, community outreach, service and promotion, maintenance of memberships, training and supervision of volunteer staff, interpretation of policy, and vision planning. In addition, the Executive Director will be responsible for writing grants for community projects, economic development, including housing incentives and development.

ESSENTIAL FUNCTIONS:

Serves on the Board of Directors, Executive Committee, and with any other appointed standing committees.

Develops and maintains a strong, open, respectful working relationship with the Membership, Board of Directors, Executive Committee, and City Council and staff.

Attends city council meetings regularly for on-going communication.

Assists the Board in the development of policy as required

Carries the responsibility for the execution of policies adopted by the Board

Works with the Board of Directors to develop and maintain a strategic planning program that clearly communicates the Lake Mills Chamber Development Corporation's mission to the membership and the public and continuously addresses the crucial issues that face the corporation

Prepares accurate, monthly and yearly financial statements.

Identifies community issues and assist in promoting community consensus

Promotes and markets the community for new businesses, and helps promote and sustain existing businesses

Seeks and develops housing incentives to attract new people and workforce to the community

Develops creative benefits, programs, and activities for the membership and region

Represents the Lake Mills Chamber Development Corporation in state, regional and local government meetings as well as serving as a representative in meetings of local, regions, state and national organizations

Continuously evaluates the Lake Mills Chamber Development Corporation's structure and ensures it is designed to and does function in an effective manner

Carries the responsibilities for the Lake Mills Chamber Development Corporation offices to ensure its efficient operation as an attractive "front door" to the community

Carries the on-going responsibilities for maintaining a dialogue with membership to discuss organizational direction and purpose, and to meet the needs of the members.

The preceding statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

OTHER RESPONSIBILITIES:

Events and Promotions:

- July Jubilee
- Back to School Breakfast
- Retail Events (Ghouls Day Out, Treat Your Shelf, Galentine's Day Out, etc.)
- Holiday Festival
- Annual Meeting
- Home and Yard Decoration Contests
- Others throughout the year as determined by the board

Committees – work with all committee chairs and volunteers, write grants for projects and other duties as assigned:

- Economic Development
- Housing Promotion
- Special Events
- Quality of Life
- Marketing/Public Relations

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION

Associates degree or better in business management, marketing, communication or related field.

EXPERIENCE AND SKILLS PREFERRED

- Knowledgeable in Word, Excel, Power Point, Canva, and QuickBooks or similar
- Demonstrates a sense of vision for the mission of the corporation and community
- Knowledge of state and local government operations including the various legislative processes
- Critical and forward-thinking skills
- Working knowledge of the Chamber of Commerce and Economic Development industry to include the principles of volunteer management, program administration and strategic planning.
- Strong leadership, communications and public relations skills coupled with the ability to influence others in a positive manner and maintain strong working relationships with others
- Working knowledge of accounting and finance as they relate to the fiscal and financial obligations of the organization.
- Present ideas effectively, verbally and in writing
- Possession of a valid driver's license and proof of insurance

Pre-employment background check will be required. The preceding qualifications are guidelines. Other combinations of education and experience could provide the necessary knowledge, skills and abilities to perform this job. Demonstrates an obligation to continue learning so as to facilitate and complete tasks and duties associated with the job (i.e. continuing education).

WORKING CONDITIONS AND ENVIRONMENT

This is a diversified job requiring sustained mental effort related to public contacts, organizational issues, mediation, planning and technical areas as well as travel, public speaking and non-standard business hours.