



AITKIN AREA CHAMBER OF COMMERCE

OFFICE 218.927.2316

TOLL FREE 1.800.526.8342

UpNorth@Aitkin.com

301 MINNESOTA AVE N, UNIT 4

AITKIN, MN 56431

Executive Director Job Description

Effective Date: 4-18-2017

Job Summary:

The Executive Director is responsible for the implementation and achievement of the objectives approved by the Board of Directors, maintaining and improving the Chamber's financial stability, increasing membership and representing the Chamber to various other organizations. The Executive Director shall have the overall responsibility for operations of the Chamber of Commerce pertaining to programs, planning and operations, including the management of the chamber office and the day to day activities of the organization. It is imperative that the Executive Director represent the Chamber in a professional and positive manner at all times.

Qualifications:

High school diploma or GED certificate required.

Preferred qualifications for the position include education and/or experience in marketing, sales, or public relations.

Performance Requirements:

The Executive Director must possess strong verbal and written communication skills, demonstrate executive and managerial skills, a self-starter, who has a high level of initiative, proven leadership abilities, detail oriented, able to work independently and meet deadlines in a multi task environment, proficient in computer skills.

Physical Demands:

Stooping, kneeling, crouching, reaching, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions.

While performing the duties of this job, the employee performs light work, exerting up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.



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Special Demands:

He/she will be subject to frequent interruptions and numerous activities during the working day.

He/she must have the ability to remain calm and possess self-control. Must have a pleasant personality to maintain good working relationships with the community and visitors.

Computer Skills:

To perform this job successfully, an individual should be proficient at using the following software:

Quickbooks, Microsoft Office Suite (word, excel, power point), Outlook, and other job related software.

Ability to Travel:

Occasional travel is required for Chamber activities, training, and errands in and out of the Aitkin area.

The Executive Director must possess a valid Minnesota driver's license and have reliable transportation.

Accountability:

The Executive Director will be under the supervision of the Board of Directors of the Aitkin Area Chamber of Commerce.

Working Conditions:

Work indoors, within the office area. On occasion, work at other locations, including outdoors for various events. May be requested to represent the Chamber on various community committees.

Hours of Work:

This position is 32 hours per week minimum. Normal days of work will be Monday through Friday.

However, duties and responsibilities may require that the Executive Director work additional days and hours as needed depending on the event and needs of the Chamber.



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Duties and Responsibilities:

1. Membership Retention & Growth –
 - a. Communicate with existing and new businesses to promote membership and encourage active participation in Chamber events. This also includes preparing recruitment letters and other materials to build membership.
 - b. Monitor membership dues receivable and follow up with members to encourage payment of annual dues.
 - c. Set goals with the Board for the recruitment of new members.
2. Administration & Finance –
 - a. Assist with the preparation of the annual budget, purchase all services and supplies necessary to operate the Chamber within budgetary limits.
 - b. Develop an understanding of the Chamber's accounting system to include the Chart of Accounts, QuickBooks accounting program, and basic accounting and budgetary principles.
 - c. Prepare meeting agendas and financial reports, and other documents for the monthly board meeting.
 - d. Maintain a professional business office environment.
 - e. Work with the Board identifying fund raising activities or other sources of funds for the Chamber's activities.
 - f. Seek and apply for applicable grants.
 - g. Consult with the President and Executive Committee on any actions which appear to conflict with this job description.
3. Event Coordination & Development –
 - a. Coordinate and assist the Board in the design and execution of projects and events to enhance the community and encourage trade, tourism and industry in the Aitkin Area.
 - b. Assist committee co-chairs with critical timelines; provide necessary and appropriate support and participate in all Chamber sponsored events.



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4. Community Liaison / Outreach

- a. Develop and maintain beneficial relationships with other organizations which will contribute to or enhance the goals of the Chamber.
- b. Schedule and/or attend meetings of various groups within the business community when such meetings may involve or affect to purpose and function of the Chamber or projects related to the Chamber, report involvement /developments to the Board.
- c. Attend conferences, seminars, and other meetings approved by the Board of Directors.

5. Public Relations & Marketing –

- a. Perform public relations duties and public speaking related to the Chamber's interests.
- b. Assist with the maintenance of the Chamber's website and calendar, distribute that information through various means such as emails, social media, mailings, etc.
- c. Issue press releases and letters to the local press, business clients, public officials, and other media where applicable.
- d. Assist in developing publications, brochures, member materials, and promotional literature for the Chamber.
- e. Responsible for other duties and responsibilities as assigned by the Board of Directors.