



POSITION: Executive Director
JOB STATUS: Full Time, Salary Exempt
REPORTS TO: Board of Directors
SALARY RANGE: \$60k to \$70k annually DOE
FLSA STATUS: Full-time – Exempt
BENEFITS: Paid Time Off & 401K

JOB SUMMARY: The Executive Director is responsible and accountable to the Board of Directors to provide executive leadership to the Greater Bartow Chamber of Commerce. Key duties include developing and implementing strategic plans, managing staff and budget, overseeing membership development, planning events, enhancing public relations, and acting as the primary liaison to the Board of Directors, various committees and elected officials. Additionally, the Executive Director manages daily operations, ensures effective communication, and oversees the delivery of valuable programs, events and services to members. This position requires strong leadership, financial acumen, and commitment to fostering a vibrant business community.

DUTIES & RESPONSIBILITIES

Chamber Development – Anticipate emerging and long-term planning needs of the Chamber. In conjunction with the Board, devise and implement a strategic plan and annual program of work to advance the Chamber’s mission, this includes: event goals and dates, membership targets, an overall communication plan (website, social media, email blasts, and annual events calendar), and an annual budget.

Board Relations – build and maintain strong relationships and communication with the Board of Directors. Provide necessary leadership to garner full engagement of board members. Plan and organize committee and board meetings, and coordinate plans and agenda for these meetings as well as filing of all minutes and assist the President with recruiting and selecting volunteers to serve on the board and committees. Keep Executive committee abreast of any incidences, trends, actions, and events that may impact chamber members and/or the community.

Interpretation of Bylaws – The Executive Director will ensure that the Chamber bylaws, are properly kept up to date and implemented. They will assist the Board and necessary committees in interpretation or amendment of bylaws as needed.

Membership Relations – Development and retention of current and future membership prospects. Keep consistent, strong lines of communication open between all parties, by encouraging member input and feedback, visiting members, and keeping up with community and tourism organizations. Execute annual membership campaign, member visits, and new member welcomes as necessary. Analyze and interpret the needs of the members and make recommendations to increase membership value, engagement and financial support. Act as liaison between the board of directors, committees, chamber members, chamber related programs, and the community.

Finance – Oversee the Chamber’s budget along with the Board of Directors. Prepare financial guidelines for each event held by the Chamber and ensure events follow budgetary guidelines to meet goals of each event. In addition, the Executive Director will ensure incoming and outgoing funds are properly accounted for by chamber staff. Analyze financial data and reports to stay apprised of the chamber’s financial condition and recommend courses of action when necessary and/or requested.

Events/Community Outreach – The executive Director will present event opportunities to the Board of Directors and will oversee all event preparation, utilizing volunteers to carry out event objectives. The Director will work to garner community support as well as sponsorship for events as needed. Each new and existing event must include a budget and receive approval from the Board of Directors prior to the event commitment. Create advertising and marketing materials as necessary to heighten chamber/community participation. Prepare and update newsletter and annual advertising calendar and maintain a consistent social media presence. Grant writing will be necessary from time to time.

Employee Relations – Responsible for supervising and coordinating the duties and actions of the staff to include but not limited to:

- Develop and maintain a fair and consistent performance evaluation system.
- Maintain complete and detailed employee files.
- Annually review job descriptions to ensure their accuracy and relevancy.
- Annually review the Employee Handbook to ensure its accuracy and relevancy.
- Review and administer employee benefit plans and make any recommendations if needed.
- Implement staff development programs to enhance the quality and productivity of all Chamber staff (computer training, customer service training, Chamber seminars/workshops and teambuilding exercises)

PERSONAL CHARACTERISTICS AND EXPERIENCE

- Must have a passion for the Greater Bartow Community and surrounding areas.
- Executive Style that can generate respect and support from a wide range of constituents including large and small business, nonprofits, community groups, and elected leaders.
- Must understand the dynamics of running a chamber of commerce or similar membership organization and is genuinely interested in working effectively within that realm.
- Experience in understanding and developing accurate financial budgets, marketing plans, branding, and all other necessary plans to operate day-to-day and long-term action plans of the Greater Bartow Chamber of Commerce.
- Motivational leader who can attract, retain, develop, and empower staff and volunteers
- Time management skills and ability to prioritize responsibilities.
- Reliable, self-motivated, outgoing and the ability to motivate others. Excellent verbal and written communication skills. Strong networking and leadership skills. Even temperament, even when under stress. Ability to function well as part of a multi-functional team. Presents a professional image whenever representing the Chamber.

PHYSICAL DEMANDS

- Required to regularly stand, walk, sit, and communicate effectively;

- Physical labor is required for events. Must occasionally lift and/or move up to 50 pounds;
- Speaking, hearing, reading, and understanding English;
- Repetitive motion;
- Sitting, standing, walking for long periods of time;
- Pushing, pulling, kneeling, bending;
- Stooping, crouching, lifting, carrying, reaching overhead;
- Visual and mental concentration;
- Reliable attendance at events, committee and board meetings, and during office hours
- Hours may vary to include evenings, weekends and some overnight travel for business meeting/conferences;
- Must have valid driver's license and reliable transportation;

ESSENTIAL QUALIFICATIONS:

- Bachelor's degree from an accredited college or university required; or comparable professional training and experience attained through industry or association service.
- Chamber of Commerce and/or Organizational Management experience preferred.
- Institute of Organization Management (IOM) graduate preferred.
- Public Speaking and presentation skills required.
- Supervision/Management experience of staff & volunteers preferred.
- Ability to interact with the public in a professional manner.
- Able to work in a PC environment that uses Microsoft Office Suite to include Word, Excel, PowerPoint, and Publisher as well as internet, email, QuickBooks and other necessary programs needed to accomplish the job.
- Graphic design, Social Media & Marketing experience a plus.
- Performs other related duties as required.

Submit Resume to Careers@bartowchamber.com