

Executive Director

Elizabethtown Area Chamber of Commerce

- Provide professional and enthusiastic EACC leadership to the membership and the Elizabethtown area business community for organizational success.
- Develop a proposed draft budget each year that outlines organizational priorities and committee activity for Board consideration and adoption.
- Administer a balanced and sustainable annual budget.
- Manage accounts payable and receivable in office and with contracted third-party service.
- Manage the organization's insurance coverage and applicable claims.
- Manage the Chamber programs including contracts, receipts, and accounts.
- Monitor membership subscription reports.
- Manage other financial transactions and planning as required.
- Supervise the staff.
- Enable active working volunteer committees to implement the Chamber's vision and goals and provide essential staff support as needed.
 - Executive committee
 - HR subcommittee
 - Nominating subcommittee
 - Membership committee
 - Marketing committee
 - Economic Development committee
 - Events committee
 - Downtown Events subcommittee
- Collaborate with the Board of Directors and volunteer working committees to maintain a strong organization strategic outlook and successful implementation.
- Monitor opportunities for networking and business to business connectivity for members and the Elizabethtown area business community through Chamber of Commerce initiatives. Engage and direct the work of volunteer working committees to maximize offerings and engagement. Provide essential staff support as needed.
- Monitor business retention and coordinate organizational support to address the unique needs of small businesses in the Elizabethtown area. Provide a presence and regular contact within the small business environment.
- Monitor training and educational opportunities for members and the Elizabethtown area business community as offered through the Chamber of Commerce and those of our partners. Engage and direct the work of volunteer working committees to maximize offerings and engagement. Provide essential staff support as needed.
- Engage small businesses as a collective as they promote local business, coordinate special activities, and present a unified small business community. Provide essential

staff support as needed.

- Maintain regular contact and interaction with the membership and community institutions and economic development partners.
- Attend all board meetings and report on the progress of the organization. Prepare an annual report.
- Coordinate with applicable committees and/or Chamber partners to apply for appropriate grant and funding sources as they are presented and as directed by the Board. Facilitate the Chamber's role in administration duties as required.
- Coordinate sponsorship packages with the applicable active working volunteer committees as they promote sponsorship packages & secure sponsorships for Chamber activities; coordinate sponsorship among events and sponsorship recognition. Provide essential staff support as needed.
- Other responsibilities as directed by the Board of Directors.
- The position reports to the President of the Board of Directors.

Essential Skills

- Exceptional leadership, collaboration, and organization skills. Excellent oral and written communication skills. Ability to express ideas clearly and concisely and perform before a variety of public groups and forums.
- Strong interpersonal and team-building skills. Ability to engage, motivate, delegate to, and recognize community volunteers in a positive environment.
- Capable of functioning independently, prioritizing, and recognizing reasonable timeliness to successfully accomplish goals.
- Proficient in word processing, spreadsheets, social media, and other technology applications.

Minimum Requirements

- Undergraduate degree in Business/Marketing/Communication/English/or similar area of study from an accredited four-year college or proven equitable experience preferred.
- Experience with business, non-profit organizations, or community development preferred.
- Ability to work a flexible schedule occasionally including evenings and weekends.
- Ability to move about the office, type, speak on the telephone and to audiences, occasionally lift boxes of approximately 25 pounds, visit and deliver materials to businesses at their locations, and attend events and activities indoors and outdoors.
- Ability to maintain confidentiality.
- Valid Pennsylvania driver's license.