

## **EXECUTIVE DIRECTOR GLMV CHAMBER of COMMERCE**

The Executive Director of the Green Oaks, Libertyville, Mundelein, Vernon Hills Chamber of Commerce, (GLMV) will serve as the chief administrative officer, reporting to and under the direction of the Chamber Board of Directors. The Executive Director will recommend and participate in the formulation of policies and make decisions within the parameters of existing policies. The Director will plan, organize, direct and coordinate committees, staff, programs and activities to ensure the Chamber's goals and objectives are met.

The Executive Director is a non-voting representative at all meetings of the Board and Committee meetings.

### **DUTIES AND RESPONSIBILITIES**

#### Leadership

- Provide leadership with the GLMV Chamber of Commerce and community where local issues may significantly impact the common membership of the organization. Instill a sense of pride and responsibility to the membership and motivate them to action on behalf of the Chamber

#### Strategic Planning

- Take the leadership role in defining the objectives, functions, budget and activities for the GLMV Chamber with the participation and approval of the board. Regular performance to the plan should be reported to the board and members at large.

#### Communications

- Clearly and succinctly communicate the mission, actions, and direction of the GLMV Chamber of Commerce to the membership, prospective members and local communities.

#### Public Relations

- Proactively and effectively promote GLMV Chamber of Commerce through various forms of media and local activities.
- Maintain effective relationships and partnerships with local governments and various other civic organizations and groups.

#### Membership

- Recruit, expand and retain the membership according to the GLMV Chamber of Commerce Strategic Plan to strengthen and support the local economy and Chamber.
- Maintain good member relations by becoming acquainted with members, learning their business goals and challenges, and identifying strategies to help them succeed.

#### Financial

- Maintain the assets of the Chamber and investments in accordance with established policies and accepted accounting standards
- Actively manage the financials of the GLMV by growing revenue through membership, sponsorships and programming.

- Control expenses as a percent of revenue and optimize the use of GLMV Chamber resources.
- Develop and recommend the annual budget in cooperation with the Treasurer.

#### Organization

- Establish and maintain an effective and efficient office that represents the professionalism and community pride of the GLMV.
- Attend all meetings of the Board of Directors and Executive Committee, Events and Committee meetings (before & after hours).
- Carries out other such general responsibilities as may be delegated by the Board of Directors

#### QUALIFICATIONS and REQUIREMENTS

Provide leadership, management and supervision to all members of the chamber, community and staff.

Possess a high level of organization, customer service, relationship management and presentation skills.

#### Education

- Bachelor's degree in Business Administration, Marketing or Public Relations;
- Five (5) years of progressive responsibilities including supervision and project management.
- Certified Association Executive, Certified Chamber Executive and/or Chamber Institute Management Training, or equivalent experience.