

Johnstown Milliken Chamber of Commerce

Executive Director Job Description



Essential Functions

- Create & deliver the mission, vision, values and goals of the organization and assist the board in achieving these goals.
- Managing & training employees or contractors.
- Membership
 - Recruit new members and assist lapsed members to renew
 - Maintain membership database in Wild Apricot
 - Onsite visits with potential and current members
- Oversee all communication strategies internally and externally including marketing, public relations, and community outreach.
 - Maintain website updates
 - Picking up mail at PO Box
 - Managing phone calls
 - Managing Chamber email account
 - Coordinate and lead the creation of the yearly Chamber Directory
- Outreach Efforts:
 - Build relationships with community stakeholders to advance the mission and goals of the organization.
 - New home owner welcome bags
 - Work with Town Council Liaison to coordinate local Town/Chamber meetings
- Overall Ambassador program monitoring
 - Recruiting new ambassadors
 - Attend ambassador meetings & assist
- Working closely with the Board of Directors
 - Develop and execute organization goals as defined by the BOD
 - Work with BOD to develop Chamber direction and activities
 - Arrange BOD meeting refreshments and facilities
 - Work with Chamber President on meeting agenda
- Event planning and coordination
 - Includes monthly and large-scale events
 - Coordinate location, food and beverages
 - Arrange speakers
 - Place signs
 - Conceive and design events
 - Sponsorship
 - Volunteer recruitment
 - Vendors recruitment
 - Work with event committee chair in all aspects of the event
 - Meetings with City/Town departments to coordinate the event requirements
- Budget & Planning
 - Collaborate with the Chair to monitor funds and budgets to increase revenue and support the strategic direction of the client.
 - Coordinate with Treasurer

- Membership payments
- Generate weekly reports
- Bill payments
- Event permit and support payments
- Monitor trends in the community or region and advise the board to adapt strategies as necessary.
- Duties as otherwise assigned.

Qualifications & Experience

Required: High School Diploma.

Desired: Bachelor's Degree or equal work experience in company management, nonprofit organization, communication. Customer service or other related field.

Preference will be given to applicants that know and understand the business community of Northern Colorado.

Must have driver's license.

Ability to be bonded.

Ability to use standard office equipment and programs, personal computer, and job related technology.

Ability to represent the organization in a professional manner at all times.