

Vashon Maury Island Chamber of Commerce
Executive Director
Position Description

The Executive Director is responsible for the successful leadership and management of the Chamber of Commerce and reports to the Board of Trustees.

GENERAL POSITION DESCRIPTION:

- Provide leadership that serves and informs the Chamber membership
- Responsible for the public relations and marketing for the Chamber to the Vashon Community and the greater Puget Sound area as a whole
- Attends Chamber meetings or sponsored events and may attend committee meetings as necessary and as requested
- Attends community meetings as deemed appropriate by the Board of Trustees as the Chamber representative
- Provides information to the Board and committees that allow them to keep on track with the vision and mission of the Chamber
- Present proposals and plans to grow the Chamber to the Board of Trustees
- Implement Board decisions
- Supervise the financial management of the Chamber and communicate financial information to the Board of Trustees
- Perform risk management duties for the Chamber

SUPERVISORY RESPONSIBILITIES:

- Recruit and train office staff at levels necessary to complete daily tasks
- Delegate duties and responsibilities to staff as necessary for efficient and effective office operation.
- Evaluate office staff and make recommendations to the Board of Trustees
- Maintain a stable work force and keep turnover at a minimum
- Indirect supervision of all volunteer staff (Primary supervision done by Office Manager)

SPECIFIC JOB DUTIES AND RESPONSIBILITIES:

- Recruitment and retention of members
- Support the goals adopted by the Board of Trustees
- Serve as the public relations and marketing ambassador for the Chamber to local Vashon businesses, other community organizations and other Chambers
- Generating non-dues related revenue (grants, fundraising opportunities, etc)
- Implement Board policies

- Work closely with the Board Treasurer to accurately report monthly financial statements, as well as annual budget(s)
- Assist the President in identifying potential new board members, and vetting them prior to election.
- Assist the President in Board member development to insure a robust and active Board
- Offer advice, information and counsel to all active Chamber committees
- Prepare Board meeting agendas and reports to the Board
- Offer counsel and assistance to the Board President on all matters as requested
- Provide Risk Management oversight including obtaining appropriate insurance for the Chamber and the Board of Trustees
- Provide leadership and direction for Chamber sponsored events (Strawberry Festival)

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong leadership skills
- Business development experience
- Grant writing experience
- Strong public relations/marketing/outreach skills
- Effective communication, both oral and written
- Knowledge of the Vashon community
- Ability to use Quickbooks and Microsoft Office
- Ability to effectively delegate tasks
- Ability to recruit, retain and evaluate quality staff and volunteers
- Self starter and highly motivated
- Strong interpersonal skills

WORKING CONDITIONS:

- Work is normally performed in a general office environment during Chamber business hours with required attendance at morning, evening or weekend meetings or sponsored events as deemed necessary by the President and Executive Director.

DISTINGUISHING FEATURES:

- The Vashon-Maury Island Chamber Executive Director will be distinguished by outstanding performance in an environment consisting largely of volunteer boards, committees and office staff.