

WACONIA CHAMBER OF COMMERCE JOB DESCRIPTION

JOB TITLE: President

FLSA STATUS: Exempt

HOURS WORKED: 8:00 a.m. to 4:30 p.m., M - F, 40+ hours per week

DEFINITION:

The President acts at the will of the Waconia Chamber of Commerce Board of Directors. The President is responsible for the general management of the Waconia Chamber of Commerce and Tourism Bureau, including finance and budgeting, coordination of all Waconia Chamber of Commerce activities, and directs all planning and implementation of the Waconia Chamber of Commerce's By-laws, programs, and policies/procedures. The President has direct responsibility to lead the Waconia Chamber of Commerce towards the accomplishment of its mission statement and strategic plans for the Waconia Chamber of Commerce and the Tourism Bureau.

SUPERVISION RECEIVED:

Works under the general supervision of the Board of Directors.

SUPERVISORY FUNCTIONS:

Has direct supervisory responsibility for the hiring and supervision of the Bookkeeper and the Marketing & Communication Specialist – Senior Admin

EQUIPMENT/JOB LOCATION:

Works from the Waconia Chamber of Commerce office location. Equipment used includes, but is not limited to, personal computer, calculator, postage meter, copy/fax machine, and Microsoft Office.

ESSENTIAL FUNCTIONS OF THE JOB:

The essential functions of the position include, but are not necessarily limited to, the following job duties:

- Provide leadership in the execution of the Waconia Chamber of Commerce and Tourism Bureau program of work.
- Advance the goals and present a positive, professional image of the Chamber by acting as a major link between the Chamber, its members, and the general public.

- Lead membership recruitment, retention and new member welcoming and onboarding. Meet with members outside of Chamber events and communicate effectively in learning and meeting member's needs.
- Lead Board of Director recruitment and new board member welcoming and onboarding.
- Responsible for reporting on activity aimed at meeting any annual goals and objectives, overseeing organizational finances, as well as any and all administrative management activity needed to be conducted on a day-to-day basis. Provide leadership and direction to the staff and volunteers.
- Oversight of all Chamber events throughout the year.
- Attend required City meetings and applicable community meetings.
- Provide leadership in the execution of the monthly Chamber Board of Directors and Tourism board meetings.
- Provide assistance, leadership, and facilitation in the coordination of Chamber events.
- Develop as well as interpret policies and procedures.
- Possess strong public speaking skills for meetings and presentations.
- Write monthly articles for Chamber newsletter.
- Write press releases and articles for the local paper, social media, etc.
- Lead the Nickle Dickle day committee and oversee the entire event.
- Perform duties by adhering to the Bylaws, strategic plan, and best use of time with committees.
- Effectively and efficiently use Chamber Master.
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY:

- Good communication skills, both written and verbal.
- Ability to communicate effectively in English, both in oral and written formats.
- Ability to work well in a fast-paced environment.
- Positive attitude.
- Ability to lead effectively.
- Ability to get along with others.
- Possession of effective problem solving and analytical skills.
- Ability to concentrate and use reasoning and good judgment.
- Ability to establish and achieve priorities in the work environment.
- Must be able to socially, physically, and mentally perform all essential functions of the position in the working conditions described above.
- Ability to recognize and comply with appropriate task deadlines.
- Ability to work both independently and in a team setting, as deemed by assignment.
- Ability to create, proofread, and edit documents.
- Working knowledge of modern office practices, procedures, and equipment, including use of computers.
- Considerable ability to maintain accurate records.
- Considerable ability to type and enter data with speed and accuracy.
- Possession of analytical skills.
- Knowledge of chamber operations.

- Ability to frequently and effectively communicate with members and the public.
- Ability to use independent judgment effectively.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sit for extended periods of time.
- To have hand and arm (or equivalent) dexterity adequate to allow for extensive use of a keyboard for data entry.
- To talk and hear with enough proficiency to allow for communicating with members and the public by phone or in person.
- To have adequate vision to accommodate frequent viewing of computer screens.
- The employee must frequently lift and/ or move up to fifty (50) pounds.
- The noise level is usually moderate.

MINIMUM QUALIFICATIONS:

- Bachelor's degree preferred in an appropriate discipline.
- Completion of U.S. Chamber Institute for Organizational Management and/or state Chamber training is preferred.
- Practices a strong work ethic.
- Possesses qualities such as productivity, dependability, resourcefulness, efficiency, and professionalism.

NON-DISCRIMINATION POLICY:

The Waconia Chamber of Commerce and Visitor's Bureau will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, familial status, genetic information, sex, disability, age, marital status, sexual orientation, status with regard to public assistance, or any other protected class status.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the Waconia Chamber of Commerce and requirements of the position change. The Waconia Chamber of Commerce reserves the right to change and/or eliminate any and all job duties as necessary. This position is subject to state drug and alcohol testing and a background check.)