

THE CHAMBER PARTNERS WITH BUSINESSES AND RESIDENTS
TO IMPROVE THE LIVES OF EVERYONE ALONG THE MCKENZIE RIVER

MCKENZIE RIVER CHAMBER OF COMMERCE - EXECUTIVE DIRECTOR JOB DESCRIPTION

Qualifications

- Demonstrates experience in the business and/or marketing field
- Communicates effectively with the board and the general public
- Possesses successful leadership experience in business, industry or government
- Has a working knowledge and understanding of:
 - Government and inter-government relations
 - Media and public relations
 - Basic budgeting and accounting practices
- Works well both independently and harmoniously with groups
- Demonstrates excellent leadership traits

Status & Compensation

- Acts as an Independent Contractor
- Understands and agrees there are NO paid Holidays
- Understands and agrees there is NO paid sick leave or personal time off compensation
- Understands and agrees there are NO additional benefits provided by the Chamber

Contract Renewal

- Renewal of contract will be subject to Board evaluation and approval

Executive Director will be responsible for the following 5 Key Areas

1. Membership

- Organize a membership committee
- Prepare a list of the Chamber's active members and additional potential new members
- Actively recruit new members, explaining the benefits of membership
- Create a recruitment flyer to send out to new members
- Make personal/verbal contact with at least two to three non-members each month
- Maintain and keep current existing and new membership records up to date
- Maintain membership dues to keep members active and aware of renewals
- Activate phone tree for members each month and remind them to come to the meeting

2. Internal and External Communications

- Send announcements to all members prior to the general meetings
- Attend government meetings and workshops relevant to Chamber community members
- Compile communications from community leaders and organize information

3. Promotion and Marketing

- Monitor kiosks and information stations
- Remove unauthorized materials and restock Chamber brochures
- Contact unauthorized advertisers and encourage them to join the Chamber

4. Reporting in Board Meetings

- Provide a detailed accounting of member status, including new members and data
- Deliver collected fees to the Treasurer
- Work with the Board to implement a work plan for long terms goals and objectives
- Report to the Board on a monthly basis, all communications and activities
- Work on other activities and policies as directed by the Board

5. Community Support

- Attend social functions for networking opportunities
- Oversee informational booths at community festivals