



Executive Director - Job Description

Reports to: Chamber Board of Directors

General Description:

The Mashpee Chamber Executive Director provides executive oversight for Strategic, Operational and Financial performance of the Chamber. The Executive Director represents the Chamber and its membership in all interactions, requiring Executive presence in order to foster good relationships and partnerships with Membership, Government Officials, Committees, and the community as necessary to the job. The Executive Director coordinates and implements the many activities of the Chamber of Commerce through various committees and meets the Chambers's goals and objectives. The Executive Director reports to the Chamber Board of Directors and it is the responsibility of the Executive Director to ensure that the Chamber Board works within the guidelines of the established By-Laws holding all accountable to following the guidance and laws found within.

Hours: 40+hrs/week, generally Monday-Friday, 8am to 5pm, and events outside of normal work hours as scheduled. This position is considered full-time and may have some flexibility to hours.

Strategic Responsibilities:

1. Execute the Strategic plan as directed by the Chamber Board in order to drive the mission and vision of the Chamber
2. Meet or exceed budgeted goals for Membership, Guidebook, and Chamber fundraising events
3. **Business & Economic Development Committee:** Identify and develop strategies to improve Mashpee as a whole. Review and update these strategies on a regular basis to determine relevance and effectiveness
4. **Foster partnerships with the other key organizations:** Membership, Government Officials, Committees, local chambers of commerce, and the community with the objective to implement cohesive and comprehensive plans to promote growth and prosperity in Mashpee
5. **Committees:** Provide oversight and administer the work of Chamber committees to ensure they are working towards Chamber goals and objectives meeting growth and/or event avenues

6. **Membership:** Recruit and retain Chamber business members by consistently providing value to the membership and the business community at large. Complete regular membership visits, ascertain the status and needs of members, evaluating the role the Chamber can play to support the individual health of its members
7. **Sales:** Lead, direct and develop Chamber's fund-raising strategies and capital campaigns; Create internal management system of key performance indicators (KPI's) to monitor activity and performance against goals; Identify and develop revenue generation programs and events and carry out the completion of each budgetary line item by securing sponsorships for all Chamber events and meetings that require sponsorships
8. **Marketing:** Develop and execute a marketing plan to cultivate interest in Mashpee, member and tourist engagement, campaigns, and increased revenue to members and for the Chamber overall all through online and physical tools; Administers Chamber daily social media activities via Facebook, Instagram, LinkedIn and other appropriate social media channels
9. **Events:** Plans and maintains the Chamber master event calendar for major Chamber sponsored events, Grand Openings and Ribbon Cuttings, Board of Directors meetings and Executive Board of Directors meetings; Oversees the planning and execution of all Chamber events, including scheduling, logistics, recruiting volunteers, sponsorships, advertising, maintaining budget, etc.

Administrative/Financial Responsibilities:

1. Oversee the general finances of the Chamber and develop an annual budget for the Chamber's operations that delineates projected revenues and expenses and a projected net profit as appropriate
2. Prepare accurate and timely financial records for the Chamber, including but not limited to monthly and annual financial statements, accounts receivable, accounts payable, payroll and tax filings
3. Maintain expenditures within the framework of the budget
4. Develop goals and objectives for recommendation to the Board
5. Serve as the principal spokesperson and ambassador for the Chamber
6. Develop and implement continuous improvement initiatives, create better business practices and an organizational structure that will optimize performance and operating results.
7. Hiring, training, supervising and mentor Chamber Team members, updating the Employee handbook, holding employees accountable
8. Oversee the contractual obligations of the Chamber with other entities
9. Prepare monthly board agenda and minutes
10. Attend events as assigned to this position
11. Other duties assigned or deemed necessary

The preceding statements are intended to describe the general nature and level of work being performed by people assigned to the classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified

Position Requirements:

1. Bachelor's degree in business administration or related field from an accredited university or college
2. Minimum of 5-10 years management/executive level experience in a business-related field or other leadership position, including supervision of professional staff and oversight of finances
3. Strong policy acumen with at least 1-3 years of policy work
4. Strong Executive and supervisory skills, including ability to plan, organize, lead, delegate, and monitor with at least 1 to 3 years of experience in a Chamber of Commerce or closely related environment, such as sales/marketing/business development
5. Visionary, ability to think strategically to support Chamber mission
6. Outstanding public speaking and presentation skills coupled with the ability to influence other in a positive manner
7. Considerable working knowledge of accounting and finance as they relate to the fiscal and financial obligations of the organization, internal accounting controls and financial analysis of revenues and expenditures
8. Demonstrated ability to prepare and manage a budget, to analyze organization performance and to project financial performance with the ability to perform cost-benefit analysis of proposed ideas, projects and events.
9. Outstanding time management, organization, and event planning skills
10. Ability to establish and maintain strong working relationship with others
11. Ability to present ideas effectively, both verbally and in writing
12. Strong customer service skills
13. Technical knowledge must include use of Quickbooks, Canva, Constant Contact, Google Workspace with ability to learn Growthzone
14. Position may also require heavy lifting up to 50lbs
15. Must also have a valid drivers license