



Job Title: Executive Director
Reports To: Board of Directors
Revised: June 2016
Job Status: Exempt

Primary Function:

The Executive Director is hired by and is responsible to the Chamber's Board of Directors and is responsible for the day-to-day management of all Chamber functions and for carrying out policies and duties established by the Board.

Duties & Responsibilities:

Essential duties and responsibilities include the following.

Leadership:

- Effective promotion of Klamath Chamber of Commerce's mission and vision
- Ability to consistently grow membership
- Ability to grow existing programming as well as add new programming as deemed important to meet member needs as well as grow revenues for maximum impact on the membership
- Work closely with officers and directors of the organization to ensure full understanding of current organizational status plan and coordinate regular Chamber meetings, including board meetings and annual membership meetings
- Appropriately apprise the Board of upcoming issues and topics they need to be aware of
- Continuously assess the needs for the organizational structure of the office and the related staffing structure for maximum efficiency and effectiveness.
- Responsible for supervision and leadership of Chamber staff, including coaching and counseling, employee development, and payroll and benefits administration
- Responsible for hiring, discipline and discharge of employees
- Recommends changes to the Chamber's governing documents when necessitated by change in statutory, regulatory or organizational requirements
- Comply with all statutory, regulatory and organizational requirements

Financial:

- Serve as chief administrative and executive officer of the organization. Keep detailed and accurate records of all Chamber business.
- Responsible for financial management and records pertaining thereto to ensure proper financial reserves including annual budgeting process

- Ability to seek and effectively write grants as directed

Community:

- A recognized advocate for business in the community
- Represent the organization as the initial point of contact for media and public relations.
- Act as ex-officio member on all committees of the Klamath Chamber of Commerce, including the executive committee and board of directors
- Create and maintain good working relationships with private and public economic development agencies, and other organizations as they pertain to ongoing projects

Experience & Qualifications

The Executive Director must possess the following characteristics to ensure successful performance:

- Demonstrated leadership and relationship building ability
- Experience creating and managing budgets
- Demonstrated fundraising and event planning success
- Board Experience
- Excellent verbal and written ability; capacity to be an effective public speaker
- Ability to work with and manage teams of people to achieve interconnected goals
- Skilled with computers, especially Microsoft Office Suite
- Experienced using social media for professional purposes
- Ability to effectively interact with a diverse group of partners, including business leaders and elected officials
- Ability to work effectively under pressure
- Demonstrated progressive career growth and a strong background in economic development, commerce, politics or non-profit leadership
- Strong record of community service

Preferred qualifications include:

- Bachelor's Degree in business administration, non-profit management or a related field
- Demonstrated experience managing non-profit organizations for 5 years
- Demonstrated ability to seek and write successful grants for various organizations

Compensation will be commensurate with experience. This position will close July 31, 2016 or until the position is filled.

Extensive pre-employment background and drug screening will be required. This is not intended to be an exhaustive list of duties or a detailed job description. This document serves as only a summary of information for potential applicants. Specific duties of the Executive Director will be as assigned by the Chamber Board.