

YSCHAMBER

YELLOW SPRINGS CHAMBER OF COMMERCE

enterprising ideas + meaningful support

EXECUTIVE DIRECTOR

Position Overview: The Executive Director of the Yellow Springs Chamber of Commerce is the leader of the organization responsible for collaborating with members, businesses, organizations, local government, and the community to encourage a vibrant business environment that drives the prosperity of its members while enhancing Yellow Springs' quality of life. Priorities include strategic planning, fundraising/event planning, member/sponsor development and support, and community advocacy.

Responsibilities:

Chamber Leadership/Strategic Planning

- Create and maintain revenue streams through new and existing events and fundraising efforts.
- Oversee Chamber staff and activities, including recruitment, selection, training, supervision, and evaluation.
- Oversee all chamber finances; assure proper management of all chamber assets and resources.
- Prepare for Board Approval, and oversee, Chamber goals, strategies, and annual budget. Present reports regarding strategic initiatives and activities to the Board and members.
- Manage and coordinate with board and committees regularly and as necessary.
- Implement Board directives and committee structures and coordinate committees as necessary.
- Represent the Chamber locally and regionally on committees and engage in community outreach to support the work of the Chamber and the community at large.
- Assure adherence of Chamber bylaws, policies, and values.
- Assure retention of historical files and documents related to all chamber business.
- Act as an ambassador of the Yellow Springs Community; be knowledgeable about events/attractions and businesses and respond to visitor questions.

Member/Sponsor Development and Support

- Recruit and retain members and sponsors for the Chamber.
- Provide member support for business development and growth.
- Foster strong networks among the businesses and business leaders locally and regionally.
- Communicate an understanding of Chamber benefits and values which meet member needs.

Community Advocacy

- Support Economic Development initiatives in Yellow Springs, Greene County, and the Miami Valley.
- Partner and interact with other Greene County and regional chambers to seek strong collaboration and cooperation in support of businesses and the community.
- Develop relationships with state, county and local legislators and leaders.
- Represent the Chamber at all appropriate civic and community activities.
- Present Chamber plans and activities to the broader community.

Qualifications

- 5 years of experience in a leadership role; Chamber of Commerce experience preferred.
- Bachelor's degree in business, marketing, or public relations preferred.
- Outstanding supervisory skills required.
- Outstanding presentation and communications (verbal, written, and non-verbal) skills required.

Salary Range: \$40-\$45,000 based on experience, with potential for bonuses.

To apply: Send Resume, Cover Letter, 2 References, Recommendations (if applicable), and other relevant materials (projects, writing/marketing samples, etc.) to ascott@yschamber.org by June 20, 2021.

