

NOVEMBER 1, 2017





The Perry Chamber of Commerce is seeking an energetic, dynamic individual to serve as our next Executive Director.

## About the Perry Chamber of Commerce

### Vision and Mission

To promote and improve the business environment, stimulate a vibrant local economy, and produce a cooperative effort to enhance the overall quality of life

### The Executive Director Position

Reporting to the Perry Chamber of Commerce Board of Directors, the Executive Director is responsible for implementing the strategic direction for the organization as determined by the Board. It is critically important for the Executive Director is able to act as a catalyst to create energy and excitement among members, Board, and staff and encourage engagement and growth.

The Executive Director is responsible for managing the Chamber's day-to-day operations, staff, and all budget and fiscal matters. Additionally, the Executive Director will be expected to develop approaches to increase financial support through increased membership or new revenue streams such as programs, services, or events.

### About this Opportunity

The previous Executive Director lead the organization for seven years. The position is currently vacant and the responsibilities are being delegated to the administrative assistant and the Board of Directors.

### Job Responsibilities

#### External Relations and Support

Represents the organization in its relationship with members, partners, the local community, and the broader public to create awareness and support of the Perry Chamber. The role provides creative leadership in the identification, cultivation, and solicitation of new members and supporting partners.

#### Financial and Operational Management

Oversees the day-to-day operations of the organization with an eye toward efficiency and effectiveness in all areas. Manages communication across the organization. Responsible for financial operations, including the budget process, financial reporting to the Board, and expense and cash flow management.

#### Staff Leadership and Development

Provides leadership to the organization and recruits and retains talent. Communicates the organizational vision. Provides developmental growth opportunities.

#### Strategic Planning

Leads the organization's strategic planning process. Reports to the Board regularly on implementation of strategic plan goals and strategy areas.

#### Board Development

Ensures that the Board is kept fully informed of all important matters relating to the organization. Develops creative and compelling ways to partner with the board in external relations and



communication efforts. Helps identify and recruit diverse and competent board members reflective of the constituencies served by Perry Chamber.

#### Ideal Experience

The ideal candidate will possess a bachelor's degree and relevant experience in an organization of comparable size. They will be a creative, entrepreneurial leader. It is important the candidate have an understanding and commitment to the work and mission of the Perry Chamber of Commerce. They will have experience leading, developing and working in a nonprofit setting under the fiduciary leadership of a board of directors.

#### Priorities of the First 12- 18 Months

- Thoroughly understand all components of the Perry Chamber of Commerce including mission, membership, staff, facilities, programs, and operations.
- Understand the revenue streams and overall funding requirements of the organization for both short- and long-term obligations.
- Establish a strong working relationship with the Board to encourage its efforts to support and enhance the Chamber's services, recruit new members, and develop new revenue streams.
- Develop a plan to grow fundraising and membership program to support the organization today and into the future.
- Find ways to increase the awareness and visibility of the Perry Chamber of Commerce as a local leader in the community.
- Work with staff and the Board to develop a strategic planning process that will review the focus and future direction of the organization within the context of its strengths and identified opportunities.

#### Compensation Package

The compensation package is commensurate the experience and competitive with similar organizations, ranging between \$30,000-\$40,000

#### Application

Interested candidates should submit a cover letter, resume, and three professional references to: [perrychamber@perryia.org](mailto:perrychamber@perryia.org) With subject line: Executive Director Application.