

# Lake City/Columbia County Chamber of Commerce Job Description

**Position:** Executive Director

**Reports to:** Lake City Columbia County Chamber Board of Directors

**Employment Status:** Exempt

**Mission Statement of Chamber:** *"To be the leader in providing advocacy, information and services that will promote business development and enhance economic prosperity in our community."*

**Duties and Responsibilities:** The Executive Director is responsible for effectively leading the organization such that it successfully achieves its mission of service to members and the entire Columbia County community. The Executive Director will serve as the primary spokesperson for the Chamber and provide high profile leadership, vision, guidance, and strategic direction for the organization.

**Key Responsibilities:**

- Executive leadership of the staff of the organization; support of positive member relations; executive support to the Board of Directors of the organization; community connecting / liaison activities; active participation and leadership in local, regional, state and, if appropriate, national levels of activities relating to chamber members concerns and advocacy.
- Anticipates emerging events or trends which could affect the economy of Lake City/Columbia County as well as the financial viability of the Chamber and recommends action.
- Keeps the official records of the organization, charter, by-laws, minutes of Board/Executive Committee meetings and other legal responsibilities of corporation.
- Hires and manages staff (covered in the adopted operating budget) to accomplish program objectives.
- Establishes the annual budget based on mission and annual goals for the Chamber for recommendation to the Chamber Board of Directors.
- Develops, maintains, and annually updates a Program of Work (annual planning document), to guide the current year's activities.
- Manage a flexible work schedule that includes attending meetings and gatherings that occur during various hours of the day.
- Proficiency in the use of current workplace technologies.
- Performs other assignments as requested by the President of the Board of Directors.

**Minimum Qualifications:**

- Bachelor's Degree or equivalent experience
- 5-7 years of progressively responsible experience in a business/professional field with a documented history of leadership positions.

**Knowledge, Skills, and Abilities:**

- Highly developed interpersonal skills
- Excellent communication skills with ability to make effective presentations to various groups
- Comfortable with new and traditional media
- Demonstrated organizational skills
- Ability to plan, organize, and execute expectations of the board of directors and its membership.
- Ability to work collaboratively with various stakeholders in the community is imperative.

To apply for this position, please send your resume and cover letter to [execsearch@lakecitychamber.com](mailto:execsearch@lakecitychamber.com) no later than May 30, 2021.