

Tipp City Chamber of Commerce
Position: Executive Director
September 23, 2023

The Executive Director of the Tipp City Chamber of Commerce is the executive administrative officer responsible for implementing and achieving the objectives of the Board of Directors including, the coordination of Program of Works, membership services for over 200 members, organizational structure and procedures, income and expenditures, training and supervision of staff and the support of economic development. The Executive Director provides dynamic leadership and vision for the staff and Board.

This position requires active participation and leadership in the community, recruitment of volunteers, and a sound working relationship with key business leaders.

The Executive Director administers the affairs of the Chamber, as defined by its by-laws. The position is employed by and reports to the Board of Directors, specifically to the Chairperson who with the Executive Committee evaluates the executive officer.

Duties/Responsibilities:

Board of Directors

- Uphold Chamber by-laws, government regulations and policies established by the Board.
- Review and recommend revisions of policies, by-laws, and personnel handbook to the Board.
- Provide leadership in the development and accomplishment of strategic planning goals with staff, key volunteers, and Board.
- Work closely with Chamber staff and Board Treasurer to develop an annual budget as well as monthly and annual fiscal analysis.
- Coordinate Board involvement in projects and events.
- Implement the Program of Work with annual evaluations and recommendation for change as needed.
- Assume primary responsibility for management and supervision of all meetings of the Board and Executive Committee.

Support Economic Development

- Maintain liaison with public and private sector economic and business-related organizations including City of Tipp City, Downtown Tipp City Partnership, Miami County and Bethel / Monroe Townships.
- Lead Chamber in developing and implementing policies and procedures that market the community to its members and visitors.

Membership Services

- Utilize best practices to retain and grow membership base; provide regular membership data for analysis.
- Plan and market networking and educational opportunities that meet the goals and objectives of the Chamber to the diverse membership.
- Analyze and interpret the needs of members and translate them into programs that are consistent with the fundamental objectives and policies of the Chamber.
- Manage and coordinate promotional, marketing and public relations activities and materials for the Tipp City Chamber of Commerce, including but not limited to e-mail notifications, website, multiple social media outlets, and calendar development and maintenance. Distribute promotional materials to media outlets and community organizations.
- Offer affinity programs to best serve member needs.
- Provide the highest level of customer service.

Business Advocacy and Educational Initiatives

- Maintain a close working relationship with city and county officials as well as State and Federal representatives and senator; serve as a non-partisan political liaison.
- Communicate local, state and federal regulations and legislative initiatives to Chamber members and the community.

Other

- Maintain a close working relationship with school leaders at Tipp City and Bethel School Districts along with the Miami County ESC BAC.
- Effectively utilize member database, QuickBooks and other software tools to track data and financials.
- Demonstrate leadership in the community through involvement and participation.
- Other duties as assigned.

Experience and Skills:

The Executive Director is preferred to have a bachelor's degree and a minimum of five years, previous chamber of commerce or other not-for-profit experience. Skills desired include sales, innovation, strategic planning, excellent communication and public relations, proven management skills, sound problem/conflict resolution, and financial management. Demonstrated ability to work on multiple tasks in a team-oriented environment.

Our Chamber's Key Priorities & Goals:

Unite the Tipp City Business Community, Enhance the Quality of Life of our Citizens, and Promote Economic Vitality and Development.

About our Community:

Known throughout the state for its excellent school system, beautiful parks and neighborhoods, historic business district and small-town charm, Tipp City, Ohio is a wonderful place to work, play and raise a family.

Salary:

Total compensation package to commensurate with experience

Resume Deadline:

September 29, 2023

Submit Resume and Cover Letter to:

Electronically to info@tippcitychamber.org