



Position Title: Executive Director, Greater Utica Chamber of Commerce
Reports To: Board Chair, Board of Directors
Location: Utica, NY
Type of Position: Full-time, salaried exempt (includes benefits)

About the Chamber

The Greater Utica Chamber of Commerce (herein referred to as the “Chamber”) is a non-profit, member-based, business organization focused on the development of a prosperous economic climate that will enhance commercial growth and the quality of life for all who reside in the Utica region. The Chamber plays a significant role in the expansion of existing businesses and the attraction of new enterprises that will create jobs with the overall goal of stimulating economic growth in the area. The Chamber advocates for regional governmental collaboration and champions local assets. Through community engagement and business promotion activities, the Chamber is able to provide its members with the opportunity to be connected, involved and informed.

About the Position/Job Responsibilities

The Executive Director is charged with the responsibility of the operation of the organization as it relates to program of work, interpretation of policy, planning, operations, staff and finances. S/he will be responsible for ensuring adherence to the Chamber’s by-laws. This position is a public-facing role and will include regular public speaking and interaction with businesses and elected officials. The Executive Director is also responsible for maintaining the Chamber’s budget, increasing and retaining members, and putting on major events (as well as other duties as they arise.) This is a challenging job that requires a proven leader who is able to problem solve; maintain a positive work ethic and attitude; and execute initiatives through a small-team, roll-up your sleeves approach. A track record of success in sales/fundraising/marketing is critical.

Job responsibilities include, but are not limited to:

- **Chamber Structure and Procedures** – The Executive Director will be responsible for being constantly attentive to the internal structure of the Chamber, ensuring that the organization and its processes are functioning with maximum efficiency. This includes anticipating, identifying and creating solutions to address Chamber and community issues and/or emerging exposures and opportunities. The Executive Director will be responsible for sharing any recommendations to the Board, especially if changes in structure and procedures are required. The Executive Director will be responsible for performing various other duties as directed by the Board of Directors, Board Chair, and other appropriate members that are congruent with the Chamber's mission and by-laws.
- **Programming** – Through the proper councils, the Executive Director will be responsible for both the identification of Chamber and community needs as well as for the development of a programming designed to meet these needs. This involves a constant evaluation of the Chamber’s programming and the ability to make and receive recommendations for change as needed. It also

involves managing a system for measuring progress toward attainment of programming and community goals.

- **Long-Range Planning** – Under a constantly evolving Board of Directors and annual change in officers, the Executive Director will be responsible for maintaining continuity and consistency in programming and long-range planning efforts. Based on proper research of community needs, the Executive Director must anticipate emerging and long-range issues and recommend Chamber and programming that address such issues.
- **Volunteer Management** – The Executive Director will be responsible to recruit, motivate and retain volunteers to serve the Chamber and its members.
- **Income and Expenses** – The Executive Director will be responsible for developing, in conjunction with the bookkeeper and treasurer, the Chamber budget. As approved by the Board, the Executive Director will be responsible for all expenditures (operational and programming) within the framework of the budget. The Executive Director will work with the designated Accountant and Audit & Finance Committee per the financial policies and procedures to ensure compliance and maximum efficiency.
- **Chamber Members** – The Executive Director will be responsible for maintaining and growing membership at a level that will ensure necessary income for the operation of the Chamber and Chamber programming. S/he will be responsible for motivating members to support - personally and financially - an aggressive Chamber program. The Executive Director must analyze and interpret member needs and recommend programming revisions to ensure improved services more valuable memberships. The Executive Director will entertain suggestions, proposals, and requests from Chamber members and will be responsible for translating these suggestions/proposals/requests into action plans that are consistent with the Chamber's fundamental objectives and policies.
- **Staff/Staff Relations** – The Executive Director will be responsible for the employment of all Chamber staff, the assignment of their duties, the supervision of their work and the establishment, within the framework of the approved budget, of the terms of their employment. As required, the Executive Director will establish appropriate staffing plans, define the general purpose of positions and assign duties accordingly. The Executive Director will be responsible for leading the professional staff and will assume responsibility for their efficient performance of duty. In order to ensure that the Chamber is operating at peak efficiency and effectiveness, s/he will develop/conduct continuing on-the-job training programs and will ensure participation in professional conferences, seminars and institutes (as needed). The Executive Director will be responsible for creating working conditions that are conducive to maximum performance and employee morale.
- **Interpretation of Policy** – Only the Board of Directors can issue policies or positions on behalf of the Chamber and as such, the Executive Director will be responsible for professionally communicating and implementing these policies and positions to the staff, Chamber members and community. The Executive Director will be responsible for assisting the Board, committees, members and the staff in interpretation of policy in relation to any given question or program. The Executive Director will also assist the Board Chair in preparation of statements of Chamber position on public issues.

- **Headquarters** - As approved by the Board of Directors, the Executive Director will be responsible for the location, design and maintenance of headquarter office space, located in Utica, NY. The headquarters must prove to be efficient for general Chamber operation and present, on behalf of the community, an attractive "front door" for use by Chamber members, visitors and the general public.
- **Board of Directors** – The Executive Director will be responsible for earning and maintaining the respect and confidence of the Board, individually and collectively. The Executive Director will be responsible for assisting the Chair with preparations prior to Board Meetings, maintaining Board minutes and records, carrying out the plans and programs of the Board (in accordance with established policies), serving as a representative of the Board for all contacts with Chamber staff, initiating programs for consideration by the Board, and advising the Board on all matters under consideration.
- **Community Relations** – Through personal contacts with key community leaders, the Executive Director will be responsible for bringing awareness about the Chamber’s contributions to our community. S/he will represent the Chamber in meetings of local, state and national organizations. The Executive Director must strive constantly to develop a better public understanding of the purpose and functions of the organization.
- Other duties as required.

The ideal candidate should meet the following requirements:

- Bachelor’s degree, although appropriate experience may be substituted for education credentials;
- A minimum of five years of progressively responsible working experience in the following technical areas: sales, fundraising, marketing or community relations/community programming;
- Previous experience managing budgets, a membership-based sales revenue stream and/or Chamber of Commerce business model is highly preferred;
- Previous experience reporting to, and coordinating with, a non-profit Board of Directors is highly preferred. This includes a demonstrated ability to interpret and work within non-profit governance structures (e.g. being able to comprehend and implement bylaws, to faithfully represent the positions and policies taken by a Board and to objectively be the face and voice of an organization);
- Demonstrated leadership capacity, including up to three years of experience supervising staff
- Demonstrated leadership capacity, including up to three years of experience coordinating and working effectively with Board Members, members, community partners, government representatives, and other stakeholders;
- Extensive knowledge of our local community’s business entities, social events, leadership and community development challenges/initiatives preferred;
- Demonstrated experience in problem solving and working effectively on fast-paced, complex, sensitive and multi-stakeholder tasks;
- Excellent oral and written communication skills;
- Ability to manage diverse personalities and competing interests;
- Excellent organizational and project management skills;

- Ability to (with great confidence) speak, present and network in public settings; and
- Proficiency in MS Office Suite, social media platforms and hosting of virtual meetings is required.

Application Information:

To apply, please go to the Chamber website (link below) and complete the application survey, which is where you will be asked to attach/submit a cover letter and resume. Cover letters should be addressed to: Greater Utica Chamber of Commerce Executive Director Search Committee. All application materials must be submitted online through the website at the following link:
<https://greateruticachamber.org/executive-director-application/>

Applications will be reviewed on a rolling basis and will be accepted until Friday January 8, 2021.

References will be checked for candidates who advance through the initial interview, written assessment and public-speaking assessment stages of the recruitment process.

The Chamber is an affirmative action, equal opportunity employer. We encourage applications from under-represented groups as well as individuals who have experience with diverse populations.

Note: Only qualified candidates will be contacted.