

Lake City / Hinsdale County Chamber of Commerce
JOB DESCRIPTION

Title: Lake City Hinsdale County Chamber of Commerce Director

Reports to: Lake City Hinsdale County Chamber of Commerce Board of Directors

Status: Year round, full time

OVERVIEW: The Chamber of Commerce Director is responsible for the full range of Chamber and Visitor Center activities and coordination of the Chamber's program of work. The Director plays a role in supporting the Chamber Members as well as the day-to-day operations of the Visitor's Center and Chamber. The Director is responsible for the direction of staff, volunteers and all Chamber committees in the implementation of programs and activities of the Chamber and Visitors Center.

RESPONSIBILITIES:

Planning

The Director maintains systems and cycles of strategic planning, tactical planning and organizational review.

Community Relations

The Director serves as the "face of the Chamber", acting as a community leader and ambassador for Hinsdale County business development and advocacy. The Director is the strategic leader who collaborates closely with other businesses and community organizations with the goal of improving the business climate and supporting the success of the Chamber Members. The Director maintains great relationships with other neighboring Chambers and community related organizations.

Chamber Memberships

The Director insures that current and accurate information about each Member is maintained on the www.LakeCity.com website, in the Hinsdale County Visitors Guide, and in the Visitor Center. The Director actively promotes the Chamber Members especially through the Chamber's programming and events. The Director will seek to provide businesses with helpful business development tools and opportunities with steady communication. The Director promotes continued Chamber Membership and insures that concerns and ideas from Members are shared with the Board and appropriate committees for consideration and resolution.

Event & Program Production

Events: Events are a crucial aspect of Chamber operations. The Director provides oversight and management of Chamber events including, but not limited to, marketing, planning, managing budgets and task lists, assigning duties to staff and volunteers, securing proper licenses and permits, and managing contractors and rentals. The Director works closely with the Chamber Events Committee to ensure events success and profitability, including the development of new events as decided upon by the Board of Directors.

Community Event Calendar: The Director maintains a current and accurate County wide calendar of events on the www.LakeCity.com website and in print format distributed widely throughout the County. The Director actively seeks content throughout the year and insures that all pertinent information is displayed correctly.

Lodging Binders: The director will both sell and set ads for Binder Ads. He/she will also coordinate printing and distribution throughout the community.

Visitor Center Operations

Visitor Center Management: The director and Visitor Center Manager are expected to work together to ensure the following aspects of Visitor Center operations are covered. The team will ensure that the Visitor Center is stocked with

current and comprehensive information about Hinsdale County and the surround area and manage inventory including maps, guides, and souvenirs. The Director and Visitor Center Manager will actively recruit and train staff and volunteers to effectively execute tasks independently. The VC Manager will coordinate with the Director on hours that he/she needs to cover to maintain operating hours. All staff/volunteers should be knowledgeable of current public land policies, area recreation, events, and community happenings.

Facilities Management: The Director insures that the offices, storage and signage of the Chamber, the Visitor Center and all the surrounding grounds and parking are maintained in a safe and stable manner. This includes managing repair and maintenance contractors and insuring that proper and regular janitorial tasks are performed.

Administration

Board of Directors Support: The Director is accountable and actively engages with the President of the Board and Board of Directors and Board Committees. This includes partnering with the Board President and Committee Chairpersons to prepare meeting agendas and manage work task lists for projects and programs.

Report Generation: The Director is responsible for generating and presenting a monthly Director's Report to the Board of Directors which includes event summaries, Visitor Center statistics, and upcoming plans. He/she is also responsible for generating and submitting all reports required for the proper legal and financial operations of the organization including reports required for the Bingo license, liability and event insurance and the Colorado Search and Rescue Cards.

Financial Management: The Director is responsible for the management and direction of revenue development, with an emphasis on increasing revenue through Memberships, events, grants, and other sources. Oversees all financial affairs with an emphasis on revenue growth and profitable operations. Assists the Board in annual budget development and insures organization compliance with the budget. Adheres to the spending authority requirements of the Chamber. The Director will work closely with the bookkeeper to manage revenue and bills payable.

Other

The Director performs additional tasks and duties as appropriately assigned or requested.

QUALIFICATIONS:

Bachelor's Degree, or equivalent, in related field plus related professional experience
Proven business acumen and understanding of the goals and challenges of member businesses
Experience with non-profit management and understanding of the non-profit organizational structure and operations
Experience in event development and production including foresight for planning and problems
Proven Leadership skills and talents
Staff and Volunteer Management experience
Financial and budget management experience
Proven ability to create teamwork and collaboration amongst a wide variety of individuals, organizations and government entities
Ability to be productively self-managed and motivated
Proven ability at effective written and oral communications
Enthusiastic, ambitious, and passionate about community and economic development
Strong computer including the ability to use Microsoft Suite, graphic design software, social media, and Joomla (or ability to learn quickly)