



Title: Executive Director for the Conifer Area Chamber of Commerce

Specific Job Responsibilities:

- 1) Membership relationships.
 - a) Grow the membership, ensuring renewals, and encouraging members to take advantage of their benefits
 - b) Assisting new members with choosing the appropriate membership level
 - c) Coordinating with Administrative Staff to send new member packets, and ensure Membership Lists are kept current
 - d) With the vision and mission of the strategic plan, incorporate member feedback, both positive and negative, to drive ways for improving the Chamber and Chamber offering
 - e) Sell sponsorships and marketing opportunities to members
 - f) Be creative in ways to expand our Chamber membership benefits
 - g) Increasing retention of our membership in all areas, to include conducting exit interviews with canceling members

- 2) Publish Newsletter & Articles
 - a) Create Executive Director's Letter to the Membership for the Chamber monthly newsletter
 - b) Author monthly articles for Flume, Canyon Courier, Colorado Serenity, and Your Mountain Connection.

- 3) Monthly General Membership Meetings (held the 2nd Friday of each month.)

**Arrive at venue by 6:30-6:45 AM to set up

 - a) Schedule business profiles
 - b) Create agenda - send to speakers the Monday before the meeting
 - c) Coordinate reminders and confirmation information with administrative staff
 - d) Schedule volunteers
 - e) Develop networking activities for members

- 4) Mixers (Business After Hours)
 - a) Schedule mixers with host businesses
 - b) Coordinate with Administrative Assistant to send out "Mixer Tips" & Mixer promotion
 - c) Consult with mixer host to determine where you can assist (often the Chamber provides water and soft drinks)
 - d) Schedule Board of Directors and Ambassadors to work mixer
 - e) Assemble check-in table, cash box, directories, membership applications, raffle tickets, sign-in sheet and buying soft drinks and ice if requested
 - f) Arrive at least 30 minutes prior to event to set up and assist
 - g) Help host clean up after mixer

- 5) Ribbon-Cuttings
 - a) Coordinate with the Administrative staff to schedule ribbon-cuttings for new members and schedule alongside existing events where feasible to ensure maximum member participation. Coordinate with the Board of Directors & Ambassadors for maximum attendance. Send photos to local publications and promote where applicable.

- 6) Ambassador committee
 - a) Chair committee - schedule meetings, send reminders, take notes and distribute in a timely manner
 - b) Solicit member participation in committee
 - c) Schedule and coordinating Ambassador volunteers for all events
 - d) Host Membership 101/ Orientations to welcome new members

- 7) Board of Directors and Executive Board meetings
 - a) Attend the meeting on the 4th Friday of each month
 - b) Deliver Executive Director's Report
 - c) Email the report to President of the Board by the Thursday prior to the meeting
 - d) Deliver the Membership Report with total current members, New Members and Dropped Members highlighted, with reason for dropped members
 - e) Discuss upcoming events and any needs from Board
 - f) Present concerns from membership and staff

- 8) Education Workshops
 - a) Encourage members to participate in workshops
 - b) Organize, attend, and coordinate speakers and topics for workshops

- 9) Events
 - a) Attend event meetings (1st, every other, last, debrief, etc.)
 - b) Execute social media promotion
 - c) Coordinate with Event Committee Chair to determine sponsorship benefits
 - d) Sell event sponsorship
 - e) Ensure event sponsors receive benefits
 - f) Sell vendor booths (commission for sales included in compensation)
 - g) Ensure vendors have a positive experience
 - h) Share membership information with vendors
 - i) Encourage member participation in events and event committees

- 10) Visitor's Center
 - a) Keep member information in the office current
 - b) Ensure the Chamber office is kept clean and in a professional manner

- 11) Annual Awards
 - a) Organize Annual Awards & selection committee
 - b) Engage membership in nominations in January & February

12) Marketing

- a) Sell banner ads on website to members
- b) Sell business spotlights
- c) Sell newsletter ads
- d) Be a liaison to reporters
- e) Sell new resident campaign sponsorships
- f) Create and sell additional marketing opportunities
- g) Attend marketing meetings and work with team to create plans and promotions to market both the chamber and the members

13) Advocacy

- a) Meet with county commissioner monthly as well as other local and state officials to discuss local business issues and learn about what is happening that could impact our community
- b) Meet with the Jeffco Business Task Force every other week to learn about what is going on at the county level and collaborate with other communities on current issues

14) Organize and lead the Annual Directory committee

- a) Sell ads
- b) Write an article representing the Chamber
- c) Compile the membership lists
- d) Attend committee meetings

Reviews

The first 90 days is a probationary period. A 30 day review followed by a 6-month review with the current President, Ex-officio, and 1st Vice President of the Board will be conducted. After the first year of employment, reviews will occur annually on the anniversary of employment. It is the responsibility of the ED to perform performance reviews with Administrative Staff and report to the Board of Directors.

Resignation of Employment

Should you choose to resign at any time; a minimum of 30-days notice will be given to the President of the Board of Directors to resign the position of Executive Director. It is the responsibility of the Board of Director to hire and/or terminate Administrative staff.

Equal Opportunity Employer

The Conifer Area Chamber of Commerce provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training