



Job Description

Job Title: Executive Director

Reports to: President of the Board and Board of Directors

Full-Time: Yes

Job Summary:

Performs as Chief Administrator of the organization in accordance with the Chamber of Commerce by-laws. Responsible for fostering the commerce environment, the growth of Chamber membership, recruiting volunteers, overseeing volunteers and paid staff, and managing the day-to-day activities of the Navasota/Grimes County Chamber of Commerce.

Essential Job Functions:

- Implements the goals and plan of action of the Chamber.
- Facilitates a strong membership base and health retention rates of members.
- Manages the day-to-day operations of the Chamber's staff and building.
- Administers and helps facilitate visitor activities.
- Communicates with members to determine their concerns and challenges.
- Works as a liaison between the Board and other City, County, and community organizations and represents the organization with integrity and professionalism.
- Recommends to the Board any efforts to improve the welfare of the organization.
- Performs the duties outlined in the Economic Development Services Agreement between the Chamber and Grimes County (see Addendum #1).
- Performs any other duties as assigned by the Board.

Committees: Supervises or delegates supervision and management of all committees; assists the President of the Board in selecting qualified personnel for vision and committee assignments; plans and arranges meetings; supervises the preparation of notices, reports, and other materials.

Policy: In consultation with the Board of Directors or the Executive Committee, plans long-range policies to help achieve important community goals, reviews projects or proposals originating in committee or elsewhere and recommends actions to the President or proper committee; places projects or proposals on the agenda for Board action (with recommendation); upon approval, works with staff and/or committees to implement policies or projects; counsels people or committees on work procedures and goals; coordinates work of all committees, divisions and/or departments.

Personnel (Staff): Holds general responsibility for all personnel, including recruiting, hiring and firing; conducts regular conferences to help staff understand job assignments and the organization's Program of Work; counsels individual staff members; conducts performance appraisals for all Chamber employees at least once a year; proposes salary actions for all Chamber personnel to the President of the Board, who seeks approval from the Board of Directors.

Finances: Has general responsibility of management of the organization's finances; has general responsibility for the secure use of the Chamber's credit and debit cards; prepares the annual budget in conjunction with the Executive Committee; submits budget for approval by the Board of Directors; approves all specific expenditures under the budget adopted by the Board; directs preparation of financial statements on a monthly basis for the Board of Directors.

Membership Maintenance: Directs all membership solicitation and promotional efforts, including solicitation of new members and maintenance of current members; oversees record keeping for such purposes; compiles statistical information for use in upgrading members; directs preparation of prospect lists for membership solicitation; directs follow-up or contact of all delinquent members for renewal or membership.

Record Keeping: Directs the keeping of proper membership financial records, including proper billing, recording of dues, and classification; directs maintenance of all current membership files and maintenance of master prospect card files; prepares and maintains reports concerning membership and finance for officers and directors; handles all correspondence to members regarding membership status or change in status in reference to dues, assignees, due dates, or other membership information.

Member and Public Relations: Responsible for all communications to the membership and general public, which includes:

- *Correspondence*—Prepares or directs the preparation of all correspondence, refers mail to proper staff for answering or other disposition.
- *Official/Publications* — Prepares or directs the preparation of official Chamber publications such as pamphlets, bulletins, newsletters, magazines, columns, and the like.

- *News Release*—Prepares or directs the preparation of articles or fact sheets reflecting the views of the organization or the reporting of projects or activities; serves as contact between organization and media; maintains publicity file (photographs, biographies, clippings, and other material needed for articles or features).
- *Public Speaking* — Represents the organization at appropriate meetings, appears as a witness before state legislatures or before regulatory groups; speaks or directs others to speak about community and Chamber activities.

Other Job Functions:

Supervises the monthly summaries of Chamber of Commerce activities to the President of the Board, Executive Committee, and the Board of Directors.

Number of Employees Supervised: One to three full- and part-time.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to operate office equipment, including telephone and computer keyboard, reach with hands and arms, and talk and hear. The employee frequently is required to stand and walk; and the employee may be required to lift and/or move objects weighting up to 25 pounds, such as sign holders and cases of water. Specific abilities required by this job include close vision and the ability to adjust focus.

Required Education, Degrees, Certificates and/or Licenses:

Bachelor's degree or 2 to 5 years related experience and/or training; or equivalent combination of education and experience.

Experience, Training, Knowledge, and Skills:

The individual who holds this position must have two to five years related experience; have a general working knowledge of the hospitality industry and the ability to create and manage a budget; be able to effectively communicate, both in writing and orally; have good presentation and public speaking skills, have strong team-building skills; maintain a professional appearance; have a good working knowledge of personal computers and related software; possess effective time-management skills; have the ability to exercise good judgment and work within the procedures established by the Chamber. A valid TDL is required.

Willingness to Relocate (if necessary):

The individual who holds this position should reside in or near Grimes County.

Salary and Benefits

We offer a salary and benefits that are competitive with other Chambers of Commerce of like size, and commensurate with education and experience.

Addendum #1

Duties Associated with Economic Development for Grimes County

Management Responsibilities. The Chamber will be responsible for carrying out the duties outlined below:

1. **Maintain an Economic Development Website.** The Chamber shall maintain an Economic Development Website for Grimes County (www.grimescoed.com). The Website will include information on economic development incentives, development processes within the different areas of the County, GIS mapping to include existing utility infrastructure (and their providers with contact information), current thoroughfare, future thoroughfare and developable property (see #3 below) information, and a site selection database to be maintained for developable properties in the County. The goal is to be able to provide access to information in order to conveniently determine if a property can meet a development need.
2. **Maintain a Business Development Guide.** The Chamber will maintain a Business Development Guide for the County to include information on permitting for the County and other incorporated areas.
3. **Maintain a Developable Property Database.** The Chamber will maintain a database of properties to develop for commercial, industrial and residential development.
4. **Host EcoDev Update Meetings with Local Stakeholders.** The Chamber will host EcoDev meetings to update EcoDev stakeholders in Grimes County, two times per year. These events should include representatives of Grimes County, individuals who represent unincorporated areas of Grimes County where business development opportunities exist, and Mayors or designated representatives from City of Bedias, City of Iola, City of Todd Mission, City of Plantersville, City of Anderson, City of Navasota and the Grimes County Chamber of Commerce. The meetings will update stakeholders on EcoDev activities of the Chamber and will assist the Chamber in understanding EcoDev needs for the County.
5. **Serve as EcoDev Liaison for Grimes County.** The Chamber will be the primary point of contact for business development for the County. The Chamber will answer inquiries for businesses looking for sites, workforce data, financing, development incentives and infrastructure development for any development in Grimes County. The Chamber will also represent the County at EcoDev local, regional and state EcoDev events.
6. **Strategically Identify and Pursue Target Business and Industry.** The Chamber will coordinate with Commissioners Court to identify, and then pursue, economic development prospects that can most benefit by the strengths that Grimes County has to offer. Examples of such prospects are Logistics companies and BioMed support services and vendors.
7. **Host Business/Real Estate Development Events.** The Chamber will host a minimum of two events annually (target spring and fall) for the purpose of business and real estate development. These

events will target regional and state real estate and EcoDev groups, for the purpose of raising awareness of development opportunities in Grimes County.

8. **Trade Show Presence.** The Chamber will attend state and regional trade shows to promote the County as an ideal place to conduct business. Trade shows will be targeted annually based on the EcoDev initiatives.

9. **Provide Quarterly Updates to Grimes County.** Quarterly, an activity update shall be presented to Grimes County at a regular meeting of the governing body.