

Baldwin City Chamber of Commerce/Main Street Position Description

Executive Director

Reports To: Board of Directors

FLSA Status: Exempt (not eligible for overtime pay)

Last Update: November 16, 2022

Job Summary:

The Baldwin City Chamber of Commerce is seeking an enthusiastic, outgoing, effective communicator to guide the Chamber moving forward. The Executive Director will be well organized, creative, and capable of working independently. This position is responsible for overseeing the coordination of the existing operations of the Chamber and reports to the Board of Directors of the Baldwin City Chamber of Commerce. This position will be responsible for the development and implementation of a strategic plan and annual budget. The Executive Director will be responsible for coordinating and recruiting membership as well as planning and promoting events and functions. Additionally, the Executive Director will oversee and coordinate the Main Street program which is an integral part of the Baldwin City Chamber of Commerce organization. The Executive Director is expected to serve as an advocate for local business policy, legislation and regulation. The successful candidate will be responsible for recommending action to the Board and will be encouraged to participate in leadership capacities at the local, regional, state and national level.

Qualifications:

- Minimum Requirements: Bachelor's degree in a professional discipline relevant to providing executive leadership for an organization of this type from an accredited college or university, or equivalent experience.
- Preferred Qualifications: Master's degree in Public Administration, Business, or similar higher education. Five years of experience in a business-related or non-profit field or other leadership position.
- A strong advocate for downtown centers, supporting the goals of the revitalization program.
- Experience with the Main Street program is preferred.

Essential Duties and Responsibilities:

- Present a professional and positive image to members and the greater community through appropriate appearance and grooming, demeanor, and comments.
- Possess excellent professional communication skills, including written and oral communications skills, strong listening skills, and the ability to make presentations to groups.
- Time management. Adept at managing time needed for administrative duties with time needed for being "out on the street."
- Understands the role of non-profit organizations.

- Should have a good sense of design and an awareness of historic preservation.
- Possess strong organizational skills, including the ability to plan, organize, and set long-term strategy with an appropriate work plan to accomplish it.
- Ability to work collaboratively and positively with others of diverse backgrounds, opinions, and needs.
- Ability to independently identify and resolve problems or make recommendations to the Board of Directors about resolution options.
- Be able to apply sound problem-solving skills and make decisions that reflect the best interest of the organization.
- The Director must be willing to accept responsibility for decisions and the resulting consequences.
- Be proficient with software functions such as email, word processing and spreadsheets.
- Attends all board meetings and assists the Board of Directors in coordinating the various activities of the Chamber's Main Street.
- Manages administrative aspects of the Chamber/Main Street program, including budget development, board member orientation, coordination of any grant and/or loan funds awarded to the organization, and assisting in the preparation of all reports required by the Kansas Main Street program and by the National Main Street Center.
- Develops, in conjunction with the Board of Directors, economic development strategies that are based on historic preservation and utilizes the community's human and economic resources. Becomes familiar with all persons and groups directly or indirectly involved in the community.
- Assists the Board of Directors and committees in developing an annual action plan for implementing a revitalization program focused on the four areas of the Main Street Approach.
- Develops and conducts ongoing public awareness and education programs designed to enhance appreciation of the downtown's architecture and other historic assets and to foster an understanding of Main Street's goals and objectives. Uses speaking engagements, media interviews, and personal appearances to keep the program in the public eye.
- Encourages improvements in the community's ability to carry out joint activities such as promotional events, advertising, uniform store hours, special events, business recruitment, parking management, and so on. Provides advice and information on successful downtown management. Encourages a cooperative climate between business interests and local public officials.
- Helps build strong and productive working relationships with appropriate public agencies at the local and state level.
- Represents the community to important constituencies at the local, state, and national level. Speaks effectively on the program's directions and findings, always mindful of the need to improve state and national economic development policies as they relate to smaller communities.

Marginal Functions:

- Assists other community organizations as the need arises.
- Performs other duties as deemed necessary or assigned.

Member Relations:

- Ensures positive member relations.
- Ensures the service provided to members meets their needs. Open to a review of member services at least annually to evolve the organization and remain current in terms of best practices in the field of membership services. Works diligently to anticipate and resolve legitimate member problems or issues.
- Regularly arranges training and networking opportunities for member businesses, as appropriate.
- Works diligently to retain members and to grow the membership base.
- Promotes and demonstrates commitment to the organization's mission, vision, values and work program.
- Functions well as both a team member and a team leader and uses appropriate influence to inspire and guide individuals toward organizational goal achievement.
- Has the ability to actively listen to the content and process of communications by individual staff members, the ability to facilitate meetings, and the ability to coach and mentor.

Executive Leadership:

- Provides leadership strategically and systemically both within the organization and outside of it.
- Maintains a current understanding of issues, research, trends, and best practices and integrates and interprets this information so that it is actionable with the Chamber by staff, the Board of Directors, committees and other groups within the organization.
- Creates and fosters a team culture across the organization that supersedes business sector or regional specific issues and promotes the overall image of the organization.
- Embodies the values of the organization and demonstrates adherence and modeling of these values for others through everyday conduct.

Support to the Board of Directors:

- Provides support and leadership to the Board of Directors and any committees appointed by the Board.
- Keeps the board informed about the organization's operational activities and issues, community connecting / liaison activities and issues, and political / legislative activities and issues, as appropriate, through reports at Board and Committee meetings and the distribution of appropriate resource materials, as well as is appropriate in between meetings via phone calls, emails, etc.
- Formulates strategic direction and policy recommendations for Board review and action. Implements Board policy at the organization level.

Community Connecting / Liaison Activities:

- Acts as the key spokesperson for the organization. Functions as the key liaison between the organization and its members; other community entities, such as government, service, business and civic organizations, and community committees; and other relevant stakeholders.

Organization Management:

- Uses relevant data and information to monitor the programs and services of the Chamber. Ensures that the organization is operating within its budget. As part of the financial responsibility, the Director is also charged with making fundraising recommendations to the Board of Directors and, upon approval, is responsible for ensuring the success of these fundraising efforts.
- Pursues cost effective management practices to ensure that the organization is as cost effective as possible in providing services to its members and in its overall operations.

Physical Demands:

The Director must be able to:

- Spend most of the day walking, sitting, standing and/or driving.
- Be regularly required to travel to off-site locations that may not be barrier-free.
- Effectively communicate with others both verbally and in writing.
- Work well under stress and meet deadlines.

To Apply:

- Submit cover letter, resume, and three professional references to Glenn Rodden, City Administrator, at grodden@baldwincity.gov.

Duties listed are intended only as illustrations of the various types of work performed. Omission of specific statements of duties do not exclude such duties if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement and is subject to change as the needs and requirements of the job change. The State of Kansas and City of Baldwin City are at-will employment jurisdictions. The Baldwin City Chamber of Commerce is an equal opportunity employer. Applicants/employees with a disability as defined in the Americans with Disabilities Act may request accommodation to perform the position's functions. Questions should be directed to the City Administrator, Glenn Rodden at grodden@baldwincity.gov.