



## EXECUTIVE DIRECTOR

### About the Chamber:

The Madison County Chamber of Commerce exists *to serve the Madison County community by promoting, protecting, empowering, and developing connections for our local businesses to grow. This includes new and existing commercial, industrial, agricultural, civic and educational businesses.* The vision of the Chamber is to help create *a community in which businesses can compete in a global economy and thrive while maintaining and sharing the unique qualities and aspects of the community.*

### About the Executive Director role:

The Chamber is seeking an Executive Director to help lead the organization in the fulfillment of its mission and vision in Madison County.

As an Executive, the candidate filling this role will possess strong leadership and organizational skills with an ability to work with a variety of personality types while working with the Board of Directors and overseeing the daily management of the Chamber office.

The position will report to the Board Chair and appropriate personnel committee. The position will require flexible hours to be able to plan and implement a variety of special events, engagement opportunities, celebrations, and business meetings. Some travel may be required, although minimal.

### SKILLS:

- Professional communication skills including both written and oral as well as listening and the ability to make group presentations.
- Strong organizational skills both on strategy and specific events along with daily office and personnel management.
- Interpersonal skills with the ability to work collaboratively and positively with diverse backgrounds, personalities, opinions, and needs.
- Financial management skills including invoicing, income and expense tracking, accounts payable and receivable.
- Computer skills include proficiency with Word, Excel, PowerPoint, and social media platforms.

### QUALIFICATIONS & JOB REQUIREMENTS:

- High School Diploma required, College Degree preferred or exchanged for applicable experience.
- Resident of Madison County or willing to relocate.
- Proven track record as a business leader and relationship builder.
- Flexibility of work schedule for special events and Chamber business meetings-i.e., nights, weekends, occasional holiday celebrations and other special occasions to ensure Chamber representation.
- Nurture Chamber Memberships-including maintaining existing business relations and building new members.

### KEY AREAS OF OVERSIGHT:

- Strategic and Executive
- Operational and Financial
- Event Planning and Management
- Marketing and Promotions
- Business Development