Job Description

**DIRECTOR-GREATER CLINTON (MO) AREA CHAMBER OF COMMERCE**

Applicant must possess excellent interpersonal communication and leadership ability. Experience with computer, electronic media and ability to work flexible hours with frequent nights and weekends. Knowledge of non-profit, government, and intergovernmental relations required. Fundraising and chamber experience preferred.

* Location: Clinton, Missouri
* Compensation: Salary starting at approximately $35,000.00 based on experience
* Position is at a non-profit 501(c) 6 organization
* Phone calls regarding the position should be Directed to 2019 Board President Nina Sisk at 660.351.5260 or emailed to nina.sisk@usbank.com

APPLICATIONS MUST BE RECEIVED BY COB FRIDAY 1/31/2020 CST

EMAIL APPLICATION TO APPLICATION-DIRECTOR POSITION to [info@clintonmo.com](mailto:info@clintonmo.com) or mail to APPLICATION-DIRECTOR POSITION GREATER CLINTON CHAMBER OF COMMERCE 200 SOUTH MAIN STREET, CLINTON, MISSOURI 64735

Responsibilities

Provide leadership in achieving the purposes of the Greater Clinton Area Chamber of Commerce. Implements the plans, policies, activities, and services of the Chamber. Operates under the general supervision of the Board of Directors and reports findings and observations to the Board of Directors.

Qualifications

* Bachelor’s degree in business or related field or its equivalent in training or practical experience.
* Ability to speak and write effectively.
* Ability to work well independently and harmoniously with diverse groups.
* Experience managing programs and projects from concept to outcomes.
* Good leadership traits.
* Possess successful experience in business, industry or government in a leadership capacity.
* Knowledge of and experience with government and intergovernmental relations.
* Knowledge of and experience in media and public relations.
* Possesses basic budgeting, accounting, and fundraising skills.

Activities managed through the Chamber office, Board of Directors & Advisors

* Directs, supervises and evaluates the volunteers of the Chamber and reports to the Board of Director with regards to them.
* Maintains records and reports of the organization with support of the staff.
* Assists Board of Directors in development of an Annual Program of Work consisting of goals and objectives. Works with Board of Directors to implement the Plan of Work.
* Assists the Finance Committee in the preparation and supervision of the budget and financial affairs of the Chamber.
* Works with the Promotions and Finance Committees to develop donations, fund raising efforts and activities to promote Chamber of Commerce membership and organizational financial stability.
* Assumes additional activities and policies as directed by the Board of Directors for the general welfare and promotion of the Chamber of Commerce.
* Works closely with Economic Development Director on new business growth and business retention efforts.
* Actively promotes Chamber of Commerce growth and membership at a level that will ensure the necessary income for Chamber of Commerce programs.
* Manages the Greater Clinton Chamber of Commerce Visitor Center.
* Recruits and manages Chamber of Commerce volunteers and provides support to Tourism volunteer staff.
* Manages and assists the Clinton Tourism Committee and serves as Director for Tourism Committee.
* Represents the Chamber of Commerce in activities and community events.

Serves as an Ex-officio member of all Chamber committees

* Serves as a liaison with government officials and agencies, especially the City of Clinton.
* Represents the Chamber in relations with other Chambers of Commerce in Missouri and with similar development groups.

INTENT AND FUNCTION OF JOB DESCRIPTION

Requirements, skills, and abilities included have been determined to be minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

**Job descriptions are not intended as and do not create employment contracts. The Clinton Chamber of Commerce maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.**

The Clinton Chamber of Commerce is an equal opportunity employer and does not discriminate in employment decisions on a basis prohibited by local, state, or federal law.

Revised 1/7/2020