



POSITION DESCRIPTION: EXECUTIVE DIRECTOR

- Chief administrative executive ultimately responsible for the total operations of the organization.
- Serves as the primary staff point of contact for the officers, Executive Committee, Board of Directors, and members.
- Formulates, plans, organizes, and administers objectives and policies for achievement of major area goals.
- Responsible for the complete operation of the organization as it involves program planning and staff.
- Coordinates the organizations Strategic Plan and Program of Work; structure and procedures.

JOB RELATIONSHIPS

- Frequent contact with Chamber members, staff, volunteers, and community leaders.
- Reports to the Chairman of the Board.

JOB RESPONSIBILITIES

- Formulate, plan, organize, recommend and administer policies and programs relating to the Union County Chamber of Commerce, which includes current and long range plans for achievement of major area goals.
- Manage and coordinate staff functions for the organization.
- Serve as a consultant to the Chairman of the Board, Board of Directors and give leadership in the formulation of objectives, programs, and policies.
- Understand and convey the organizations concepts and philosophies to the staff and Board of Directors.
- Select and develop an adequate organization and staff, assign functions, define lines of authority and responsibility and set up an effective system of operation.



- Establish and maintain a satisfactory working relationship with community leaders, public officials, private and public agencies.
- Responsible for the finances of the organization, which includes planning the budget, presentation to the Board of Directors, control and audit of the approved budget. Approve disbursements, sign checks and maintain control of expenditures.
- Develop sources of non-dues revenue for the organization.
- Make public addresses to various organizations, as well as professional and civic groups in the area concerning the organization, and the area activities, and purpose.
- Develop staff through direction, coaching, training, support and delegation of responsibilities. Perform periodic feedback and appraisal in accordance with the organization's Personnel Manual
- In concurrence with the Board, responsible for the location, design and upkeep of facilities and equipment, which provide for efficient operation and an attractive "front door" to the community.
- Motivate and recruit volunteers.

PROGRAM OF WORK

- Responsible for the development and implementation of the annual Program of Work.

SPECIAL PROJECT RESPONSIBILITIES

- Coordinates all additional assignments as directed by the Board of Directors
- Assist and provide support to other Chamber staff as needed.

MINIMAL REQUIREMENTS/PERFORMANCE STANDARDS

- Bachelor's Degree in Communications, Marketing, Business, or related field or a combination of experience and education.
- Excellent communication skills, both oral and written.

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- Excellent presentation skills.
- Exceptional organizational and people skills.
- Ability to efficiently handle multi-tasked operations.
- Must possess a high level of comfortability with technology such as: spreadsheets, PC and word-processing experience to include Microsoft Office and desk publishing, social media, email and use of mobile devices to manage these platforms as needed.
- Ability to create marketing collateral for a variety of events.
- Ability to be flexible with regard to business hours and accepting new responsibilities.

COMPENSATION

Salary will be determined by the board of directors upon hire with a set amount as a base salary depending upon level of qualification.