**JOB DESCRIPTION**

This job description is designed to accurately reflect job duties. However, it may or may not be all inclusive and other job-related duties may be required. Reasonable accommodations as required by local, state or federal law will be considered which do not cause an undue hardship on TriCounty Area Chamber of Commerce.

**JOB TITLE:** **Executive Director**

**QUALIFICATIONS:** College degree in Business Administration or related preferred, excellent written and verbal communication skills, good planning, good organizational skills, excellent interpersonal skills and certification from Institute Organizational Management desirable.

**POSITION**

**REQUIREMENTS:** This position requires a thorough knowledge of the TriCounty Area Chamber geographic area being portions of Montgomery, Chester, and Berks County business communities.

A working knowledge of the state and federal legislature and contact with or knowledge of local politics and government affairs.

The position requires strong verbal and written communications skills; aggressive leadership and the ability to work with volunteers.

**RESPONSIBLE TO:** Executive Committee of the TCACC Board

**POSITION SUMMARY:**

To carry out the functions and mission of the Chamber of Commerce; namely, to aid in (1) preserving the competitive enterprises system of business by: creating a better understanding and appreciation of the importance of business people and a concern for their problems; educating the business community and representing them on city, county, state and national legislative and political affairs; preventing or addressing controversies which are detrimental to expansion and growth of business and the community if they arise; creating a greater appreciation of the value of a more liberal investment of substance and self on behalf of the interests of competitive business; (2) promoting business and community growth and development by: promoting economic programs designed to strengthen and expand the income potential of all business within the trade area; promoting programs of a civic, social and cultural nature which are designed to increase the functional and aesthetic values of the community; and discovering and correcting abuses which prevent the promotion of business expansion and community growth. (3) maintain knowledge of all financial aspects of the Chamber, including budget preparation and analysis, promissory note terms, maintain bank records and signers on the Chamber accounts, knowledge of the Chamber balance sheet, recommendations for financial improvement.

Full time

Flexible schedule required (evenings and weekends in addition to normal office hours).

Availability for attending training sessions, conferences, speaking engagements, Pennsylvania Chamber of Commerce Executives meetings and functions, and American Chamber of Commerce Executives meetings and functions.

Valid PA driver’s license with proof of insurance. Use of personal vehicle may be required with mileage reimbursement.

**PERFORMANCE RESPONSIBILITIES:**

* The incumbent serves as the chief administrative officer, managing all corporate and procedural matters, as designated by the Chamber’s Executive Committee of the Board of Directors

- The Executive Director serves as Secretary to the Chamber’s Board of Directors, conducting official correspondence; As Secretary, the Executive Director is responsible for the books of accounts of Chamber transactions.

-The Executive Director will serve notice of all meetings of the Chamber’s Board, committees, and membership; and perform any other duties designated by the Board including preparation and delivery of notices, agendas, and minutes of Board meetings.

- The Executive Director serves as an ex-officio member of the Board of Directors and all Chamber committees, preparing Board agendas and maintaining accurate records of all procedures, as well as carrying out any duties specified by the committees of the Chamber.

- Has supervision over all employees of the Chamber and works in coordination with the Personnel Committee (Executive Committee) on hiring, discharge, discipline, and job performance of Chamber staff.

- The Executive Director serves as the spokesperson for the Chamber, maintaining contact with the news media; civic organizations; and the general public and membership.

- The Executive Director serves as advisor to the Chairman of the Board and annually prepares a Calendar of Programs and Events; and Annual Report to guide this officer and the Executive Committee.

- Prepares an annual operating budget, in cooperation with the Budget and Finance Committee and Executive Committee, for approval by the Board of Directors and assembles any information necessary for special reports or projects specified by the Board or a Chamber committee. The Executive Director is responsible for all expenditures within the approved operating budget.

-The Executive Director should be comfortable making recommendations to increase non-dues revenue for the Chamber and working in collaboration with the Board of Directors to achieve financial success in this area.

**WORKING RELATIONSHIPS:**

This position reports to the Executive Committee of the Chamber. Reporting to this position are all Chamber staff.

This position provides functional guidance to part-time employees and volunteers as they are utilized at various times of the year.

The incumbent has regular contact with Chamber members, as determined by willingness to visit with each business; with local governmental representatives; with civic and charitable organizations; with state and federal legislators; and with several community leaders.

Alert the Executive Committee and/or Board of Directors any issues which put the Chamber at risk; financially, legally, socially, reputationally, or otherwise.

**ACCOUNTABILITY:**

Success in the role is measured by membership enrollment and financial solvency. Quarterly reviews of the annual budget will also show trends in dues and non-dues income; project and event income; and overall expenses which indicate the leadership ability and membership contact of the incumbent. Total annual budget is approximately $620,000.

**ESSENTIAL FUNCTIONS REQUIRED TO PERFORM THE POSITION:**

Essential Abilities to:

* Accurately complete administrative forms and reports in a timely fashion
* Adhere to all rules, regulations, and procedures necessary to maintain required licenses, certificates, and/or registrations
* Attend meetings and training sessions
* Carry out job functions with or without supervision
* Communicate consistently and effectively with accuracy
* Effectively and efficiently carry out written and verbal job related instructions
* Exercise sound judgment when evaluating situations, when offering positive suggestions, and when making decisions
* Maintain acceptable attendance/punctuality standards. Request assistance when appropriate, including but not limited to, the safe and efficient set-up, use, and operation of equipment, tools, and machines
* Respond to inquiries and/or complaints in a timely and professional manner
* Understand and comply with safety, personnel, and other policies and procedures
* Work effectively and harmoniously in a culturally and ethnically diverse membership

**PHYSICAL DEMANDS OF JOB:**

I. In an 8 hour workday, this job requires physical ability to CONTINUOUSLY:

 1. Sit for up to: 1 hour

 2. Stand for up to: 1 hour

 3. Walk for up to: 1 hour

II. Job requires the physical ability to LIFT/CARRY: up to 30 lbs. occasionally

III. Job requires the physical ability to use hands for repetitive actions such as: simple grasping, fine manipulation, typing, operating the phone, filing, various office duties and use of various office equipment.

IV. Job requires the physical ability to function in activities involving:

 A. OCCASIONAL: Bending, squatting, reaching

The TriCounty Area Chamber of Commerce is an Equal Opportunity Employer and considers applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or gender identity.

We are committed to providing equal employment opportunities to all qualified applicants and employees and comply with all applicable laws regarding non-discrimination.

**CONTACT US TO APPLY:**

If you would like to apply for this role, please send your resume to Alice Funk at alice@tricountyareachamber.com by April 1, 2025. Please tell us why you would be a great fit for our team.