

Bluffton Chamber of Commerce

Job Description

Chief Executive Officer

Reports to: Board of Directors

Summary: The CEO has the overall responsibility for the complete operation of the Chamber as it involves program, planning and operations, working under policy guidelines of the Board of Directors and acting in accordance with the policies, procedures and bylaws of the Chamber. This position is expected to maintain a high profile role within the Bluffton and area communities and to strengthen and expand the alliances with key businesses, elected officials, community and educational leaders and the chamber members. This person will work with the Chamber of Commerce Board of Directors to provide leadership to engage the membership in the Chamber's vision and priorities.

Essential duties and responsibilities:

Administrative

- Manage the daily operation of the chamber
- Provide a monthly report to board of directors
- Maintain accurate records and historic documentation
- Receive payments and pay bills, entering transactions in Quickbooks
- Conduct annual dues collection, holiday garland fee collection
- Assist CPA with creation of monthly/quarterly financial reports
- Prepare annual budget with board Treasurer and CPA
- Ensure quarterly and annual tax reports are filed and paid
- Establish set office hours of a minimum 18 hours/week
- Attend Village Council meetings 1x/month

Public Relations & Marketing

- Serve as liaison for Board to community: answer phone calls, emails, social media inquiries
- Write and distribute media releases
- Post chamber events and information on website (Wix), social media (Facebook and Instagram), Google, and email campaigns (MailChimp)
- Develop publications, brochures, and member materials

Membership

- Maintain and enhance BACC membership
- Recruit and retain members
- Host monthly member meetings (breakfast), September-June,
- Communicate and coordinate member benefits
- Coordinate ribbon cutting events

Event Planning

- Coordinate fundraising for non-dues revenue events: Blaze of Lights, Arts & Crafts Festival
- Coordinate fundraising for non-revenue events: Fireworks, Business Showcase
- Coordinate cooperative promotional events: Shop Small Saturday, Discovery Days
- Make presentations: Clubs and organizations, new Bluffton University students during orientation weekend
- Submit event permit and meeting room use requests to Village of Bluffton

- Recruit and coordinate volunteers as needed
- Coordinate set-up, operations, and tear-down of events

Qualifications (education, experience, abilities):

1. Previous Chamber of Commerce, business management or other not-for-profit experience is preferred
2. Strong organization and self-management skills
3. Detail oriented with ability to work independently and meet deadlines
4. Excellent oral, written and interpersonal communication skills
5. Ability to effectively engage with a wide variety of individual and businesses
6. Experience with understanding small office accounting, experience with QuickBooks desired
7. Demonstrated ability to develop and implement events strategy
8. Proficient in computer skills specifically in Microsoft Office products
9. Displays a high degree of tact and diplomacy
10. Ability to meet projects deliverables and deadlines consistently

Working conditions:

1. Non typical office hours at times – evenings, weekends as needed
2. Private vehicle needed for travel – valid driver’s license essential

Applications are considered complete when the following items are received.

Please send the following to: blufftonceosearch@gmail.com

- **Resume**
- **Cover Letter**