



Northwest Tarrant Chamber of Commerce

Executive Director

Mission Statement: The mission of the Northwest Tarrant Chamber of Commerce is to serve, support and promote business and tourism.

Responsible to: Board of Directors of the Northwest Tarrant Chamber of Commerce

Job Description: Salaried, Part-Time position. Starting salary at \$20k with a monthly car allowance

The NWTCC is a duly recorded 501c 6 not-for-profit corporation. The Executive Director (ED) is the chief executive officer, providing leadership and direction to the Board of Directors and Chamber staff. The ED is responsible for managing all aspect of the corporation, implementing the policies of the Board of Directors, directing all employees and administering the approved budget. The ED acts in accordance with the policies, procedures and bylaws of the Chamber of commerce and the Annual budget. The overall task of the ED is to plan, organize and direct the operations of the chamber In such a way as to ensure the necessary investment, in terms of both manpower an money, to enable the chamber to carry out is basic mission of economic, community and area development.

The ED represents the Chamber, its Board of Directors and the community. The ED is the chamber's principal spokesperson and is expected to interact closely and effectively with the business representatives, agencies, elected officials, volunteers, community leaders and media. The ED must be capable of directing successful programs in the area of membership growth, public affairs and serves as a political liaison without appearing partisan. The candidate should also be an extraordinary diplomat who is a visionary with strong social and communication skills.

This is a professional, salaried position which is exempt from overtime pay requirements. It requires self-supervision, policy implementation leadership. The ED will work flexible hours to meet the demands of the Chamber activities and fill their leadership role in the community.

Qualitative Requirements

1. College graduate with a degree in advertising, business, marketing, public relations or a related field or four years related experience in management and/or business ownership. Prior experience working with Non-Profits is preferred.
2. Must be sales and marketing oriented.
3. Computer skills including but not limited to accounting software, MS Office Products and website content management.
4. Strong verbal and written communication skills
5. Demonstrated executive and managerial skills
6. Self starter with a high level of initiative
7. Proven leadership abilities
8. Detail oriented
9. Physical Demand: Able to lift up to 45 pounds occasionally, travel to offsite meetings and events and stand for up to 6 hours
10. Availability: Semi-flexible schedule. Maintains consistent Chamber office hours as determined by the Board of Directors. Available for appointments, meetings and other position responsibilities as necessary. Requires evening and weekend availability and/or long hours

Administration

1. Provide leadership in developing programs, organization and financial plans with the Board of Directors and staff and carry out plans and policies authorized by the board.
2. Promote active board participation by volunteers in all areas of the Chamber
3. Maintain official records and documents and ensure compliance with federal, state and local regulations
4. Collect dues, pay expenses and maintain financial accounts
5. Facilitate chamber meetings
6. Partner with the Board of Directors to develop new events and marketing tools to increase membership in the Chamber
7. Develop and maintain relationships with sources of top line revenue, other non-profit agencies, monitor organization and the general public
8. Maintain a positive working relationship with the current and past Chamber Board of Directors
9. Recruit and supervise administrative positions and other employees
10. Responsible for hiring, supervision and training of all staff
11. Review and recommend modification of policies and bylaw changes as necessary
12. Assists with gathering, writing, publishing and distribution of the monthly or weekly newsletter
13. Develop publications, brochures, membership material and promotional literature for the Chamber
14. Ensure that insurance coverage is maintained for the chamber, employees and the Board of Directors
15. Membership development: Oversees membership development planning and implementation, including identification of appropriate marketing campaigns and retention strategies. Leads, develops and motivates membership staff in achieving the goals of the organization. Maintain accurate records and statistical analysis of all recruitment and retention of results
16. Human Resources: Effectively manages the human resources of the organization according to the authorized personnel policies and procedures that fully conform to current laws and regulations.
17. Any assignments deemed appropriate by the Board of Directors

Networking and Revenue Focus

1. The ED will serve as the face of the Chamber and will actively participate in community events, networking with the general public and solicit with potential members
2. An ED must be an excellent communicator, well spoken and have the ability to multi-task
3. The ED will actively engage in community networking events to help increase Chamber visibility and word of mouth promotion
4. Organize fund raising activities and form committees as necessary

Financial Obligations

1. Responsible for developing and maintaining sound financial practices and ensure compliance with federal., state and local regulations
2. Provide leadership to the Board of Directors and staff in preparing a budget and see that organization operates within budget guidelines
3. Ensure that adequate funds are available to permit the Chamber to carry out its daily tasks, obligations and expectations
4. Protect financial assets while ensuring compliance with all applicable requirements
5. Provide a monthly budget report to the Board providing supporting documentation as requested and cooperate with any request for budget audit or review. Ensure appropriate financial audits are preformed according to the bylaws.
6. Ability to read and understand financial reports including Profit and Loss statements, balance sheets, bank statements etc.

To Apply: Please send your resume to:

Mr. Paul Hutton

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