

Executive Director

Edinburg Chamber of Commerce and Edinburg Convention & Visitor's Bureau

Mission Statement:

Our charge is to lead the effort in advancing commerce and the quality of life in the Edinburg and the region. We will foster service, development, and growth by forging positive relationships, advocating volunteerism, and leadership development.

Summary:

The Executive Director is a key representative for business owners and employers in Edinburg focused on membership, tourism, advocacy and quality of life. The Executive Director serves as the voice of the organization and the business community.

Reports to:

President and Executive Board of Directors

Nature & Extent of Assignment:

Basic Function: The Executive Director is responsible for the overall operations of the organization.

Scope: He/she is responsible to the Board of Directors for the full range of activities---coordination of the program of work; organizational structure and procedures; coordination of volunteers; income and expenditures; maintenance of membership; employment, training and supervision of staff; interpretation of policy; maintenance of quarters; long-range planning; as defined, updates to the City of Edinburg and any applicable entities; coordination of annual audits of financial statements; and other duties as assigned by the Board and Executive Board of Directors.

Functions:

1. *Program of Work* - Through the proper committee, he/she is responsible for identification of Chamber and community needs and for the preparation of a program of work designed to meet these needs. This involves a constant evaluation of the program, with recommendations for change as needed, and a system of measuring progress toward attainment of program and business/community goals.
2. *Chamber Structure and Procedures* - The Executive Director must ensure that the organization is effectively geared to function with maximum efficiency in the anticipation, identification, and solution to Chamber/business/ community issues. The Executive Director will recommend to the Board such changes in structure and procedures as are needed.
3. *Coordination of Volunteers* - The Executive Director oversees the coordination of volunteers that the Director of Membership, The Director of Tourism, and the Director of Marketing/Special Events utilizes for Chamber and business/community functions. The Executive Director ensures that the applicable program of work of the listed Directors is presented as needed to the Board of Directors.

4. *Income and Expenses* - Through the coordination with the Chamber Treasurer, the Executive Director is responsible for developing the Chamber budget and relating budgets to various program goals. As approved by the Board, the Executive Director is responsible for all expenditures within the framework of the budget. He/she will prepare monthly financial statements of income and expenses. He/she will seek maximum staff efficiency in all financial procedures.

5. *Membership* -The Executive Director is responsible for ensuring the Chamber membership at levels that will ensure necessary income for the overall operations of the program. This includes establishing defined membership goals in conjunction with Board recommendations. These goals will be defined at the yearly planning session.

6. *Tourism* – The Executive Director is responsible for the management of the Convention and Visitors Bureau operations and budget of the program. The Convention and visitors Bureau exist to lead the area's tourism industry by marketing Edinburg as a destination city.

7. *Marketing and Special Events* - The Executive Director is responsible for elevating and maintaining the Chamber's brand and the brands of its aligned partners. This includes oversight of brand marketing campaigns and all special events that align with the mission of the Edinburg Chamber of Commerce.

6. *Staff* - The Executive Director is responsible for the employment of all staff personnel, the assignment of their duties, the supervision of their work, and the establishment (within the framework of the budget) of the terms of their employment. As indicated by the program of work, he/she creates such departments as are needed to implement the program. The Executive Director must conduct annual evaluations of the staff. Salary increases are determined and presented to the Board (within the framework of the budget) to be approved annually. The Executive Director will also provide continuing on-the-job training programs and will ensure participation in professional conferences, seminars and institutes as are needed to develop and maintain operations at peak efficiency.

7. *Interpretation of Policy* - The Executive Director will ensure that Chamber policy, as established by the Board, is properly recorded in minutes and indexes in the Policy Manual. He/she will assist the Board, committees, members and the staff in interpretation of committee policies/guidelines, bylaws etc. in relation to any given question or program. He/she will assist the President in preparation of statements of Chamber position on public issues.

8. *Headquarters* - As approved by the Board of Directors, the Executive Director is responsible for the location, design and maintenance of headquarters that will provide for an efficient operation and present an attractive "front door" for the use of Chamber members, the community and visitors.

9. *Long-Range Planning* - Under the direction of a constantly evolving Board of Directors and an annually changing roster of officers, the Executive Director is responsible for maintaining continuity and consistency in programming. Based on proper research and knowledge of business/community needs, the Executive Director must develop a 5-year strategic plan in conjunction with the Board and with the on-going program of work.

10. *Liaison* --

a. With the Board of Directors - The Executive Director must earn and maintain the respect and confidence of the Board, individually and collectively. The Executive Director is responsible for preparing an agenda, maintaining Board minutes and records, carrying out plans and programs of the Board in accordance with established policies, serving as representative of the Board for all contacts with the Chamber staff, initiating programs for consideration by the Board, and advising the Board on all matters under consideration.

b. With Chamber Members - The Executive Director must motivate members to support, personally and financially, an aggressive Chamber program. The incumbent must analyze and interpret the needs of members and recommend revisions in the program of work to improve service and assistance to make membership more valuable. The Executive Director will entertain suggestions, proposals, and requests from the members and translate them into action consistent with the fundamental objectives and policies of the Chamber. He/she will render such personal service to members as the occasion may require and time may allow.

c. With the Community - Through personal contacts with key community leaders, the Executive Director helps shape the community. He/she is frequently called upon to relate Chamber activities to the activities of all other groups in improvement of the commercial, industrial and civic life of the community. The Executive Director represents the Chamber in meetings of local, state and national organizations. He/she must constantly strive to develop a better public understanding of the purpose and functions of the organization.

Responsibility and Authority:

Personnel: The President is responsible for a full-time staff of approximately five people.

Material or Products: Within budget allocation, the President is responsible for the purchase, storage and use of all Chamber supplies and equipment.

Money: The President is responsible for the income of the Chamber, including funds from other sources that are administered by the Chamber.

Job Qualifications:

- At least Five years of experience in executive leadership position in chamber of commerce, public administration, government, business or non- profit organization.
- Senior leadership in a comparable membership organization, overseeing and working in close collaboration with a Board of Directors.
- Experienced advocate with knowledge of public policy, governmental relations, business leaders and an awareness of community issues that impact the Chamber's membership.
- Ability to build real value for members and design services and program to maintain and grow membership
- Developing and managing annual budgets that are aligned to strategic goals of the organization. Ensuring, financial soundness, transparency and a balanced annual budget.
- Experienced with planning, fundraising, securing sponsorships and creating financially successful events.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office programs, QuickBooks and bookkeeping.

Education:

Bachelor's Degree from an accredited college or university in business administration, marketing, public relations or related field are preferred. High School Diploma minimum.

Physical Demands:

The job has moderate hazards and physical demands are low to moderate. Duties involve considerable bending, lifting, carrying, or walking and/or using equal to lifting 25 – 50 pounds.

Work Environment

Majority of duties will be performed in and from the Chamber's office during regular business hours. Some travel and work off-site will be required as well as occasional work on evenings, weekends, and/or holidays. Festival work will be at an off-site outside location.

Compensation and Employee Benefits

This is a Full- time salaried position. Salary is commensurate based on experience. The Chamber offers excellent benefits including paid holidays, vacation/ sick leave, health, dental, life and disability insurance, retirement system and optional deferred compensation programs.

Disclaimer

This job description summarizes essential job functions and minimum job requirements for typical work and duties customarily assigned with this position. However, this job description does not represent every aspect of the job. Job descriptions are subject to periodic updates and modification by the Edinburg Chamber of Commerce Board of Directors. The Edinburg Chamber of Commerce is an Equal Employment Opportunity employer. Employment offers are made on the basis of qualifications, and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

Application Process:

All applicants should submit the following items:

1. A completed Edinburg Chamber of Commerce Application of Employment
2. A cover letter.
3. A current resume of professional experience.
4. A list of three references, with contact information, that reflects the stature of this position.

Application deadline is Wednesday, October 31, 2018. Please email all items to tourism@edinburg.com. You can also mail your information to the Edinburg Chamber of Commerce at 602 W. University Dr. Edinburg, TX 78539.