

Executive Director – Clinton Chamber of Commerce

Job Summary: In conjunction with the Board of Directors, responsible for the overall management of the Clinton Chamber of Commerce, and furthering the Chamber's mission.

Essential Functions:

- Manage communications and act as liaison between the Chamber Board of Directors, Chamber members, local municipalities, Hamilton College, and community members
- Manage Clinton Chamber of Commerce responsibilities
 - o Annual membership renewal and recruitment of new members
 - o Manage the various events for the Chamber, including Annual Meeting, Art and Music Festival, Art Rocks, Shopper's Stroll and holiday parade, 5K Jingle Jog
 - o Manage production of annual marketing materials
 - o Manage annual calendar of responsibilities of the Clinton Chamber
 - o Maintain Chamber website, monthly newsletters, and social media
- Responsible for the financial management of the Clinton Chamber bank accounts
 - o Manage and report on all active bank accounts
 - o Maintain accurate record keeping for all financial activities
 - o Provide statements and account updates to the Board of Directors
 - o Maintain accounts payable and accounts receivable
- Responsible for the management of the Clinton Farmers' Market
 - o Manage vendor selection, application, and fee collection processes
 - o Develop site plan for vendor placement
 - o Manage the unloading, parking, and set up of vendors
 - o Maintain the Market policies and procedures
- Maintain and develop initiatives that add value to Chamber members including workshops, "lunch and learn" events, etc.
- Oversee the implementation of Downtown Revitalization Initiative marketing and branding project
- Any and all other duties as required of the Clinton Chamber of Commerce

Knowledge, Skills, and Abilities:

- Requires experience in all aspects of managing and operating a small business or organization
- Basic knowledge and experience with standard software, including QuickBooks, Microsoft Office, email marketing and social media.
- Must have a working knowledge of the Clinton Chamber of Commerce, geographical membership area and community events.
- Must possess excellent oral and written communications and customer service skills.
- Must professionally and ethically represent the Clinton Chamber of Commerce.

Qualifications, Training, and Experience:

- Typically requires 4+ years experience in business management or non-profit agency
- Customer service background is preferred