



Upper Perkiomen Valley
Chamber of Commerce

JOB DESCRIPTION

Title: Executive Director

Reports to: Board of the Directors

SUMMARY

The Executive Director is responsible for overseeing the administration, programs, marketing and mission of the organization of the Upper Perkiomen Valley Chamber of Commerce and PerkUp Corporation. Other key duties include organizational finances, event management, strategic planning, staffing, membership development, marketing and community outreach. The position reports directly to the board of directors. The Executive Director is a non-voting member of the board of directors and all committees.

RESPONSIBILITIES

- Maintain open communication with the Board, and work with the Board in the governance of the Chamber; bring issues to the Board in a timely fashion.
- Serve as advisor to the officers and committee chairs, guiding the development of the organizational missions of the UPV Chamber and PerkUp.
- Work with volunteer leadership to coordinate the work of all committees, programs and projects.
- Build relationships and engage with current members and expand the membership by cultivating relationships with non-members.
- Serve as the official spokesperson for the Chamber and fulfill speaking engagements in the community.
- Supervise regular communication methods such as newsletters, bulletins, and press releases to the members and the community at large.
- Cultivate collaborative relationships with staff and elected officials in each municipality, county governmental agencies, non-member stakeholders, neighboring chambers, the UPV Regional Planning Commission, the Pennsylvania Chamber of Commerce Professionals and the Pennsylvania Chamber of Business & Industry.
- Maintain a collaborative work environment for staff and volunteers.

FINANCIAL MANAGEMENT

- Oversee the general finances of the Chamber, including funds for PerkUp administered by the Chamber.
- Develop an annual operating budget with guidance from the finance committee and/or treasurer.
- Responsible for all income and expenditures within approved budget allocations and for the purchase, storage and use of all Chamber supplies and equipment.
- Prepare monthly financial statements and ensure financial records are audited or reviewed annually.

SUPERVISORY/MANAGEMENT REQUIREMENTS

The Executive Director is responsible for the employment of all staff, the assignment and supervision of their duties, and the terms of their employment within the framework of the approved budget, organizational policies and applicable laws. Responsibilities include job descriptions, professional development, engagement, performance reviews, conflict resolution and organizational culture.

QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Bachelor's Degree - Communications, Business or related field preferred.
- Proficient in Microsoft Office.
- Commitment to transparent, high-integrity leadership and professional best practices.
- Commitment to developing collaborative relationships with community, county and state partners.
- Respect of confidentiality and ability to diplomatically communicate sensitive information.
- Financial acumen and budget preparation experience.
- Excellent written and oral communication skills including public speaking.
- Strong teamwork and interpersonal skills.
- Strong organizational skills, including planning, delegating, program development and task facilitation.
- Event planning and fundraising experience.
- Ability to work a wide and flexible range of business hours.

PHYSICAL REQUIREMENTS

Some lifting (up to 30lbs.)

Local travel - Pennsylvania Driver's License

ACKNOWLEDGEMENT

Position duties and expectations change over time. This job description is not intended to be an all-inclusive, exclusive or exhaustive list of the job functions that an employee in this position may be asked to perform from time to time. This is a salaried position with an average of 30-35 hours per week. Salary range \$40-52K commensurate with experience.