



**Position:** Assistant Director, Mt. Prospect Chamber of Commerce  
Part-Time position. Dependent upon work performance and aptitude exhibited this position is targeted to assume full-time Executive Director duties on or prior to 01/01/2012.

**Reports to:** Executive Director and Board of Directors

**Position Summary:** This position, under authority granted by the Board of Directors, will ultimately be responsible for the marketing, growth, planning, organizing, and directing all Chamber operations including program objectives, finances, staff and quality of member services.

**Qualifications:** Bachelor's Degree in advertising, business, marketing, public relations or related field. Demonstrated progressively responsible management experience suggested. Prior work with a Chamber of Commerce organization or self-employment a plus.

This position requires strong verbal and written communication skills, demonstrated executive and managerial skills, and a proven record of self-driven initiative. The qualified candidate will be detail oriented, able to work independently and meet deadlines in a multi-task environment. He or she will also have proficient computer skills and will display a high degree of tact and diplomacy.

### **Areas of Responsibility:**

#### **Marketing & Growth:**

- Maintain a high profile in the business community.
- Target all non-member businesses
- Work with the Ambassadors Committee and staff in the creation of innovative marketing and growth programs to expand membership

#### **Program Development and Accomplishment:**

- Work with Board of Directors to develop an annual Strategic Plan reflecting the organization's purpose and membership needs for the fiscal year.
- Establish, maintain, and evaluate long-range objectives and strategies for meeting said objectives.
- Develop and coordinate the necessary leadership and volunteers to accomplish the Strategic Plan.

#### **Finance:**

- Evaluate the financial needs by program, administration, and operations for the fiscal year and long-range.
- Prepare an annual budget with the help of the Executive Committee, submitting to the Board of Directors in a timely manner, and ensuring the organization is managed within these financial guidelines.
- Develop general plans for meeting the budget.
- Work with Treasurer to provide monthly statements of income and expenses to the board.

#### **Staff:**

- Establish and maintain a staff consistent with program needs and financial guidelines. Responsibilities include recruiting, hiring, developing, coaching, and terminating.
- Establish basic work functions and standards of performance for each member of the staff.
- Evaluate staff performance on an annual basis to assure satisfactory staff functions, and accomplishment of Chamber's objectives.

#### **Board**

- Serve as Secretary for the Mount Prospect Chamber at all Board of Directors meetings, however, minutes of the meetings can be delegated to an Administrative Assistant.



### **Committees:**

- Assist committee chair in the orderly arrangement of meetings, including preparation of agendas and the dissemination of materials.
- Maintain contact with all committees and be continuously aware of the current status of all Chamber projects.
- **Advisory:**
- Serve as chief advisor to the Board of Directors. Advice, guidance and assistance shall be provided to the Board and Officers in the selection of board members, officers, and committee chairs and members.
- Recommend, when necessary or appropriate, changes in policy.

### **Member and Public Relations:**

- Direct, prepare and disseminate all communications to the membership and the general public.
- Represent the Chamber at various meetings, functions and events.
- Make public addresses or secure other appropriate speakers concerning the Chamber and community activities and issues.

### **Government Relations:**

- Maintain strong relationships with local political officials.
- Review local, state, and federal regulations and laws and keep the members advised on issues that may impact their businesses.
- Monitor State and U.S. Chamber political alerts and advise Board regarding requests for action by members.
- Facilitate legislative meetings with members and candidate forums for the community at large.
- Work cooperatively with the Village economic development committee in pursuing new business and evaluating the needs of established businesses.

### **Membership Maintenance:**

- Oversee the direction of all membership efforts and develop retention plan.
- Coordinate new member development and oversee orientation program.
- Direct proper membership record keeping procedures.
- Recommend necessary changes in the membership dues investment schedule related to form, increases in investment or equitable changes needed in specific categories of the membership.
- Develop and maintain relations with major employers/members.
- Maintain and work to improve new member benefits.

### **General Administrative:**

- Conduct the official correspondence of the Chamber and maintain records of the same.
- Preserve all legal and historical documents relating to the Chamber's activities, programs, property and positions.
- Meet all necessary legal and financial reporting requirements.
- Approve and sign checks on all Board approved budget expenditures.
- Direct office maintenance including replacement of equipment and purchase of additional equipment.
- Manage the property and building income and expenses.
- Be generally familiar with the community and its activities and develop knowledge of all other organizations in the community, their programs and their leadership.
- Keep alert for community concerns and opportunities and bring them to the attention of the appropriate agency, group or individual.
- Perform other duties as assigned by the Board of Directors.

Submit resume to: [staff@mountprospect.com](mailto:staff@mountprospect.com) or fax to 847-398-6780.