



Position: Executive Director
Reports to: Board of Directors
Direct Reports: Executive Manager, Executive Assistant
FLSA Status: Full Time, exempt

Submit letter of interest and resume to:
ChamberJobs@Plainfield-IN.com

Mission: To provide valued services to our membership by promoting business and involvement in our community.

POSITION SUMMARY:

The Executive Director serves to ensure the delivery of the mission of the Plainfield Chamber of Commerce, fostering relationships with a portfolio of over 470 members and personally recruiting new members as an engaged member of the staff team. The Executive Director will have a strong enthusiasm for economic, business, community development and public policy advocacy, and maintain collaborative relationships with the Town of Plainfield and other community stakeholders. This is a public facing position and the Executive Director is expected to always maintain professional conduct.

- Serves as the liaison and resource for the Plainfield business community with the Town of Plainfield and other key economic, government and community development organizations.
- Serves as the staff to the Board of Directors and has overall strategic and operational oversight of the Plainfield Chamber of Commerce staff, membership, sponsorships, programs and execution of our mission.
- Assists the Plainfield Chamber Foundation and provides staff support and recommendations to its Board of Directors.
- Drives efforts for all revenue initiatives with an emphasis on growing new members and strengthening retention and engagement.
- Drives and services chamber sponsorships, affinity partnerships, grant funding, contributions and other non-dues revenue.
- Guides development of annual programs intended to facilitate business connections, education and marketing.

ESSENTIAL ELEMENTS OF THE POSITION:

Membership Growth, Retention and Sales

- Leads development of dues and non-dues revenue offerings and implements pricing strategies.
- Conducts in-person sales efforts to develop and recruit existing and new members and sponsors.
- Develops and implements membership retention strategies.
- Leads development and oversight of events.

Management, Strategy and Operations

- Leads the Board of Directors and committees to grow member relationships and engagement and facilitate new member involvement.
- Directs and coaches staff including employee selection, development, disciplinary action, work complaint resolution; directs workflow, staff roles and responsibilities.
- Develops an annual budget in collaboration with and for approval by the Board of Directors and exercises budgetary control.
- Creates and implements a strategic planning process.
- Leads development and implementation of communication and social media plans.

Board Governance and Organizational Advancement

Board of Directors

- Serves as staff to the Board of Directors and Executive Committee.
- Works closely with the Chair of the Board of Directors and Executive Committee to set organizational direction.

Advisory Committee

- Serves as staff to the Plainfield Chamber of Commerce's Advisory Committee.

Plainfield Chamber of Commerce Foundation

- Assists the Plainfield Chamber Foundation Board of Directors in prioritizing initiatives, budget planning and fundraising and distribution.

Other Duties as Assigned

- Performs various other assignments as directed by the Board of Directors, Board Chair and other appropriate members that are congruent with the Chamber's mission and bylaws.

REQUIRED POSITION SKILLS AND DEMONSTRATED ABILITIES:

- A 4-year degree is required with a minimum of 5-7 years related work experience in a related non-profit or business environment.
- Demonstrated experience with sales development, strategy and execution, including outbound facing sales calls.
- Demonstrated leadership and management skills with experience managing a team, boards of directors and volunteers
- Public speaking, verbal and written communication skills and exemplary business professionalism.
- Ability to develop strong collaborative, working relationships with a diverse group of stakeholders.
- Foundational knowledge in general bookkeeping principles, budgets and cost management.
 - o Understanding of Quick Books
- Availability to conduct work before and/or after business hours
- Preferred candidate is a Hendricks County resident or lives within a 10-mile radius of the county, or willing to relocate within an agreed upon timeline.
- Valid driver's license

Preferred Work Experience

- Executive leadership experience with a chamber of commerce, association, business, economic development and/or community development field or combination of these.
- Experience with CRM software and client portfolio management (*i.e.*, Growth Zone)

Physical requirements

- May include sitting, standing, or walking for extended periods of time; operating office equipment; arranging meeting room tables and chairs; and lifting up to 45 lbs. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPENSATION AND BENEFITS

Salary is negotiable and commensurate with experience. Optional health care, life and retirement benefits available.