



# WEST SAN ANTONIO CHAMBER OF COMMERCE

## JOB DESCRIPTION: EXECUTIVE DIRECTOR

February 2018

**Position: Executive Director**

**Reports to: West SA Chamber of Commerce Board of Directors**

**Location: San Antonio, Texas**

**Mission Statement:** The mission of the West San Antonio Chamber of Commerce is to advance and promote the economic environment for business, and to advocate responsive government and quality education, while preserving *the San Antonio Greater Western Sector's* unique community characteristics.

### **Nature and Extent of Assignment**

**Basic function:** The Executive Director is the Chief Executive and Administrative Officer of the organization.

**Scope:** The Executive Director is responsible to the Board of Directors for a full range of activities, including but not limited to the following: coordination of the program of work; organizational structure and procedures; motivation of volunteers; income and expenses; fundraising, maintenance and recruitment of memberships; employment, training and supervision of staff; interpretation of policy; maintenance of headquarters; long range planning, and liaison with a variety of constituents.

### **Functions:**

- 1. Program of Work** – Through the proper committee, the Executive Director 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 community goals.
- 2. Organizational Structure and Procedures** – The Executive Director must pay constant attention to the internal structure of the Chamber to ensure that the organization is effectively geared to function with maximum efficiency in the anticipation, identification and solution of Chamber/Community problems. The Executive Director will recommend to the Board such changes in structure and procedures as are needed.
- 3. Motivation of Volunteers** – Key to the effectiveness of the Chamber is the ability of the Executive Director to motivate and inspire volunteers to creative and fruitful action.
- 4. Income and Expenses** – Through the Finance Committee, the Executive Director is responsible for developing the Chamber budget and relating budget to 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 by department. He/she will ensure that the



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financial records of the Chamber are audited annually. He/she will seek maximum staff efficiency in all financial procedures.

5. **Membership** – The Executive Director is responsible for maintaining membership at the level that will ensure necessary income for the operation of the chamber.
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 approved 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 will develop and conduct 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 (also known as the By-Laws), as established by the Board of Directors, 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 policy in relation to any given question or program. He/she will assist the President of the Board of Directors 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 the chamber headquarters that will provide for an efficient operation and present an attractive “front door” for Chamber members, the community and visitors.
9. **Long-Range Planning** – Under 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 of community needs, the Executive Director must anticipate emerging and long-range problems and recommend Chamber and Community programs to meet such needs.
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 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 Executive Director must analyze and interpret the needs of the 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. Additionally; the



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Executive director shall implement reporting that will track new members, renewals, cancellations etc and associated impact to the Chamber budget on a monthly basis.

- c. With the Staff – The Executive Director must lead the professional staff. Since he/she is responsible for employment and training of all staff members, the Executive Director assumes responsibility for their efficient performance of duty. As required by the program of work, the Executive Director establishes appropriate departments, defines the general purpose of each department, and assigns duties accordingly. The Executive Director must create working conditions that are conducive to maximum performance and employee morale.
- d. 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 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.

#### **Required Skill Set:**

- Proficiency in the use of Internet, Social Media and Microsoft Office tools (Word, Access, Excel, PowerPoint and Publisher)
- Excellent written and oral communication skills
- Proven fundraising ability
- Strong knowledge of local, state and federal elected officials and their functions
- Display leadership characteristics (Organization, Negotiation, Diplomacy and Strategic Thinking)
- Ability to speak to individuals at all levels of an organization
- Supervisory experience in leading, delegating, motivating and developing support staff and volunteers.
- Proven leadership skills; is dynamic, diplomatic, self-motivated, analytical, and has a clear understanding of the vital role that the Chamber plays in supporting and enhancing its business community.
- Must be able to travel as required by responsibilities.
- Ideal candidate would be a native of the San Antonio area and versed on the unique characteristics and dynamics of the Alamo City

#### **Desired Qualifications:**

- Education – Bachelor's Degree (Marketing, Advertising, Business, Communication preferred). Six to eight years of related experience in lieu of a degree will be considered in areas such as; Chamber Operations, Hospitality, Tourism, Business Management, Non-profits, Small Business Development, Economic Development and Event Planning.
- Experience – At least three years' experience in a responsible position at a chamber of commerce or other similar civic, community or non-profit organization



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#### **Hours:**

This is an Exempt position not subject to Overtime. The Executive Director must be able to work flexible hours, generally requiring 40-50 hours/week on average, and including some evenings and weekends; The Executive Director is expected to attend Chamber sponsored events. Minimum regular hours are: 8:30 a.m. to 5:00 p.m., Monday through Friday. Lunch can often include lunch meetings. Extraordinary or unanticipated issues can be presented to the Chairman and Board as required.

The Executive Director is to ensure the office is covered by an assistant or volunteer when out of the office.

#### **Salary:**

Compensation will be set commensurate to position and associated experience.

#### **To Apply:**

**\*\*\*ONLY ELECTRONIC SUBMISSIONS ACCEPTED\*\*\***

Interested Candidates should forward their resume along with a cover letter, including salary requirement and a business writing sample (at least 1 page/ a few paragraphs) that describes the candidate's thoughts about the future development and activities with which the Chamber should be involved. To:

**Human Resources Committee  
West SA Chamber of Commerce,  
E-mail to [board@westsachamber.org](mailto:board@westsachamber.org)**

**No Phone calls please.**

**Deadline to Apply:** February 22<sup>nd</sup>, 2018