

Executive Director – Chamber of Commerce (Ripon, WI)

The Chamber of Commerce in Ripon, WI, is searching for a self-motivated and enthusiastic Executive Director to effectively lead and oversee all activities, functions and operations associated with the Chamber. Under the direction of the Board of Directors, the Executive Director focuses on the following specific areas of responsibility in order to successfully achieve the Chamber's mission of service to its members:

- Foster positive and engaging member relations by ensuring that Chamber services meet member needs. Work diligently to bring fresh ideas, including training and networking opportunities, for member businesses. Take the initiative to effectively retain members and grow the membership base.
- Provide supervision and leadership for Chamber of Commerce staff. This role currently supervises 3 part-time staff members.
- Provide leadership strategically and systemically both within the organization and outside of it through advocacy at the local, regional, and state levels in matters of importance to members and the organization. The Executive Director maintains a current understanding of issues, research, trends, and best practices in order to provide leadership and direction in the development and accomplishment of strategic Chamber goals.
- Provide support to the Board of Directors and any committees appointed by the Board through meetings, reports, and other appropriate methods of communication about the Chamber's operational, community, and political/legislative activities and issues, as appropriate.
- Act as the key spokesperson for the Chamber by representing the organization when communicating with members and other community entities, including government, service, business and civic organizations, and other relevant stakeholders.
- Actively participate in legislative and regulatory advocacy work at the local, regional, state and, if appropriate, national level to ensure the needs of the members of the organization are communicated and actively pursued.
- Use relevant data and information to monitor the programs and services of the Chamber and ensure the organization is operating within its budget. Make fundraising recommendations to the Board of Directors and, upon approval, effectively carry out those fundraising efforts.

The following education and experience are required:

- Bachelor's Degree from an accredited college or university in a professional discipline relevant to providing executive leadership, or equivalent experience
- Five (5)+ years of experience in a business-related field or other leadership position

Qualified applicants have the following skills, knowledge, and abilities:

- Strong organizational skills, including the ability to create, organize, and implement short-term and long-term plans to execute the mission of the organization;
- Ability to create, develop, and launch new programs related to organizational goals;
- Excellent written and verbal communication skills, including strong active listening skills and effective public speaking skills;
- Ability to develop and maintain positive relationships with Chamber members and community partners/organizations;
- Ability to collaborate and network effectively with others of diverse backgrounds, opinions, and needs;

- Ability to effectively problem-solve by working independently to identify and resolve problems or make recommendations to the Board of Directors about resolution options;
- Effective persuasive marketing/advertising and social media skills;
- Basic fiscal management skills to include budgeting, monitoring of monthly financial statements and contract management;
- A working level of knowledge of basic human resources policies, procedures, laws, and regulations;
- Basic computer application skills, especially with Microsoft Office and Quickbooks;

This is a full-time, salaried position that offers a competitive compensation package, flexible hours, an independent and comfortable work environment, and a great deal of creative freedom.

Interested individuals are welcomed to apply by submitting a cover letter, resume' and statement of salary expectations to: Ripon Chamber of Commerce, ATTN: Board of Directors, 114 Scott St., Ripon, WI 54971, or by email at exec.ripon.wi@gmail.com