

Executive Director Job Description

The Tustin Chamber of Commerce is recruiting for an Executive Director to lead this dynamic membership organization. The ideal candidate will be passionate about community relationships including membership development and retention, an inspirational leader with the ability to work with local community leaders and businesses. This applicant will be an advocate for business engagement in the community, and have excellent communication skills and successful administrative experience. This position requires experience in organizational management, economic development and fundraising. Learn more about this active organization at www.tustinchamber.org.

Job Summary:

The Executive Director will lead the development, management, and execution of all Chamber programs and projects. This includes managing all staff, budgets, and contracts for the organization. The Board of Directors will provide strategic leadership in identifying the Tustin community priorities and oversight of the finances of the organization. The Executive Director must work effectively with city leaders, multiple city departments, and local business & community leaders.

Major Duties and Responsibilities:

Specific duties shall include, but are not limited to the following:

1. Work with the Board of Directors to develop, implement and manage a strategic plan for the Chamber
2. Identify opportunities to create and enhance Chamber value to the business community and ensure all materials, social media and members communicate the value.
3. Develop a near-term and long-term funding strategy inclusive of rate payer structure, grants, event sponsors, and contributions/donations.
4. Produce and execute core special events designed to activate the community for businesses, residents, employees and visitors. Events currently include Hangar Half Marathon & 5K, Tustin Tillers Day, State of the City, and the Totally Tustin.
5. Partner with the City of Tustin Economic Development Division and City Manager's Office to coordinate with the Small Business Administration, IRS, Employment Development Department, Small Business Development Center and other organizations in order to schedule and promote workshops for the business community.
6. Develop a plan for creating a Tourism and Visitor's Bureau, recognizing current Chamber events promote tourism.
7. Develop strong working relationship with local officials and agencies, community groups, local businesses and property owners and community stakeholders.
8. Organize and coordinate, with Board, meeting agendas, board retreats, rate payer meetings, communications, publications, etc.
9. With assistance from the board, develop an annual budget, operating within fiscal parameters of organizational budget, and participate in monthly review and summation of financial reports.
10. Leverage economic development stories in the neighborhood to gain attention from local media about the great work being done by the Chamber.
11. Supervise staff, sales team and contracts, management of day to day business and administrative tasks, ensuring the smooth professional operation of the organization.

Experience/Skills

- A. At least five years proven, successful experience in a membership-driven organization, with emphasis on development, marketing, management or equivalent experience.
- B. Strong verbal and written communication skills, experienced public speaker and presenter.
- C. Proven ability to develop and maintain effective working relationships with Board, City staff, community groups, sponsors, etc.
- D. Demonstrated skills in analyzing problems, identifying potential actions, implementing identified solutions, reporting results of action.
- E. Professional work experience that demonstrates increasing responsibility /advancement.
- F. Minimum 2 years of management experience with direct staff supervision.
- G. Demonstrated skills in implementation of programs that support mission of the organization.
- H. 3-5 years direct experience with event planning, management and or promotional activities.
- I. A self-starter with the ability, initiative and willingness to learn.
- J. Prior experience with nonprofit leadership and strong decision making skills are preferred.

Qualifications

- Bachelor's degree or master's degree in the areas of public administration, business, non-profit management, or marketing preferred.
- Professional or personal familiarity working within culturally diverse surroundings.
- Proficient in Microsoft Office, Dropbox, Google Docs, Constant Contact.
- Some website and social media/marketing experience
- General understanding of nonprofits and 501(c)6 organizations

Position Purpose: The Executive Director is responsible for the general management of the organization, coordination of activities and implementation of policies established by the Board of Directors. Reports to: Tustin Chamber of Commerce Board of Directors.

Hours: Approximately 50 per week, (may vary based on events and program needs.)

- **Please e-mail your cover letter and resume to epadilla@tustinchamber.org**
- **Your cover letter and resume should be in PDF and in two different attachments**