



## About the Organization

Founded in 1927, the Fairfield Area Chamber of Commerce is a nonprofit membership organization based in Fairfield, Iowa.

The Chamber has a rich history of supporting the business community in the Fairfield area. Today, the organization has over 300 members. The membership, like the community itself, is very diverse ranging from very large businesses with several hundred employees to the small, home-based industry run by a single entrepreneur.

The Chamber is a dynamic organization continually developing new programs and services to respond to the ever changing needs of its members.

## Vision and Mission

The Fairfield Area Chamber of Commerce is a membership-based non-profit organization supported by local businesses, industries, governments, organizations, and individuals. Its mission, carried out by all employees, members and volunteers, is to promote a progressive business climate and high quality of life in the Fairfield Area Community.

The **vision** of the Fairfield Area Chamber of Commerce is **to lead our business community to greater success**. The **mission** of the organization is **Connect our members. Engage our community. Prosper together**.

## The Executive Director Position

Reporting to the Fairfield Area Chamber Board of Directors, the Executive Director is responsible for implementing the strategic direction for the organization as determined by the Board. It is critically important the Executive Director is able to act as a catalyst to create energy and excitement among members, Board, and staff and encourage them to engage with the organization and move it forward.

The Executive Director is responsible for managing the Chamber's day-to-day operations, staff, and all budget and fiscal matters. Additionally, the Executive Director will be expected to develop approaches to increase financial support through increased membership or new revenue streams such as programs, services, or events.

## About This Opportunity

The existing Executive Director will be leaving the organization in the upcoming weeks or months to follow her spouse who took a position in another area. As of now there is no set exit date but the Board of Directors is beginning the search process now which may allow for more transition time for the incoming Executive Director.

## **Job Responsibilities**

### **External Relations and Support**

Represents the organization in its relationship with members, partners, the local community, and the broader public to create awareness and support of the Fairfield Area Chamber. The role provides creative leadership in the identification, cultivation, and solicitation of new members and supporting partners.

### **Financial and Operational Management**

Oversees the day-to-day operations of the organization with an eye toward efficiency and effectiveness in all areas. Manages communication across the organization. Responsible for financial operations, including the budget process, financial reporting to the Board, and expense and cash flow management.

### **Staff Leadership and Development**

Provides leadership to the organization's staff. Recruits and retains talent. Communicates the organizational vision with staff members. Provides developmental growth opportunities.

### **Strategic Planning**

Leads the organization's strategic planning process. Reports to the Board regularly on implementation of strategic plan goals and strategy areas.

### **Board Development**

Ensures that the Board is kept fully informed of all important matters relating to the organization. Develops creative and compelling ways to partner with the board in external relations and communication efforts. Helps identify and recruit diverse and competent board members reflective of the constituencies served by Fairfield Area Chamber.

## **Ideal Experience**

The ideal candidate will possess a bachelor's degree and five years of management experience in an organization of comparable size. S/he will be a creative, entrepreneurial leader. It is important the candidate have an understanding and commitment to the work and mission of the Fairfield Area Chamber of Commerce. S/he will have experience leading, developing and working in a nonprofit setting under the fiduciary leadership of a board of directors.

S/he will have strong oral and written communication skills, feel comfortable speaking in public, and experience building community-based partnerships.

## **Priorities for the First 12-18 Months**

- Thoroughly understand all components of Fairfield Area Chamber of Commerce including its mission, membership, staff, facilities, programs, and operations.
- Understand the revenue streams and overall funding requirements of the organization for both short- and long-term obligations
- Establish a strong working relationship with the Board to encourage its efforts to support and enhance the Chamber's services, recruit new members, and develop new revenue streams

- Develop a plan to grow fundraising and membership program to support the organization today and into the future
- Find ways to increase the awareness and visibility of the Fairfield Area Chamber of Commerce as a local leader in the community
- Work with staff and the Board to develop a strategic planning process that will review the focus and future direction of the organization within the context of its strengths and identified opportunities

### **Compensation Package**

The compensation package is commensurate with experience and competitive with similar organizations, ranging between \$45,000 - \$65,000/year.

### **Application**

Interested candidates should submit a cover letter, resume, and three professional references to:

[Detra@FairfieldIowa.com](mailto:Detra@FairfieldIowa.com) with subject line: ***Executive Director***

***Application Guaranteed consideration date:*** May 31, 2017