



## **JOB DESCRIPTION/ANNOUNCEMENT**

Position: EXECUTIVE DIRECTOR, Greater Kirkland Chamber of Commerce

Reports to: BOARD OF DIRECTORS

Cover letter and resume review begins Tuesday, January 17

Submit resumes to:  
Greater Kirkland Chamber of Commerce  
223 Kirkland Avenue, Suite 102  
Kirkland, WA 98033

Or email to [info@kirklandchamber.org](mailto:info@kirklandchamber.org)

### **Compensation**

Commensurate with experience

### **Qualifications**

Chamber Executive experience highly recommended but not required

### **Abilities**

- Articulate the value proposition of membership benefits
- Membership Development and sponsorship procurement
- Leadership and management of teams: Office, volunteers, board, development, event committees, public policy, ambassadors and Kirkland Downtown Association and committees
- External internal communication of vision and mission to members, city personnel, neighborhoods, stakeholders to include the use of social media

### **Basic Function**

The executive director shall be charged with the general management and supervision of the organization. He/she shall perform the duties of secretary, act as agent for services and processes, and shall conduct the correspondence, preserve the records, documents and communications. He/she shall keep books of account and maintain an accurate record of the proceedings of the board of directors and chamber meetings.

### **Functions**

#### **1. Program of Work**

The executive director shall work with the membership, vice president and appropriate committees to insure the needs of members through workshops, seminars and programs are met. Assists the board of directors in the development of a program of work or action. The executive director is responsible for being alert and identifying the needs of the community and the organization and measuring the progress toward attainment of programs and community goals.

#### **2. Membership and Sponsorship**

The executive director is responsible for actively working to achieve chamber goals of obtaining new members, retaining existing members and meeting annual sponsorship goals. He/she directs all membership and

sponsorship solicitations and development programs working with the staff, membership vice president and appropriate committee. He/she directs the development and maintenance of all membership records and makes recommendations on maintaining an appropriate membership investment schedule and amount.

3. **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. He/she shall recommend to the board such changes in structure and procedures as are needed.

4. **Staff**

The executive director is responsible for the employment of all staff personnel, the assignments of their duties, the supervision of their work, and the establishment - within the framework of the approved policies and budget - the terms of their employment.

5. **Long Range Planning**

Under the 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 problems.

6. **Budget and Finance**

The executive director shall work with the finance vice president and executive committee to develop an annual budget for board approval. As approved by the board, the executive director is responsible for all expenditures within the framework of the budget. He/she shall prepare monthly financial statements of income and expenses and will ensure that the financial records of the chamber are reviewed annually. He/she will ensure that the resources of organization are spent wisely and appropriately.

7. **Interpretation of Policy**

The executive director will ensure that chamber policy, as established by the board, is properly recorded in minutes and indexes in the policy manual. He/she will assist the board, committees, membership and staff 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 positions on public issues.

8. **Liaison**

a. With the Board of Directors

The executive director must earn and maintain the respect and confidence of the board, individually and collectively for preparing an agenda, maintaining board minutes and records, carrying out plans and programs of the board on 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 Members

The executive director must motivate members to support, personally and financially, an aggressive chamber program. He/she must analyze and interpret the needs of members and recommend revisions in the programs and program of work to improve services 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.

c. 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 the commercial, industrial, economic and civic life in 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. The executive director must work closely with local, regional and state government, elected officials, other chambers, groups, and organizations to accomplish the goals and purpose of the organization.

d. With Committees and Task Forces

The executive director shall maintain contact with all committees and task forces and work closely with the appropriate vice president and president in assuring the program of work and other activities and programs are accomplished. He/she should be aware of the current status of all chamber projects in relation to original objective, current position and work yet to be done.

9. Communications

The executive director shall direct the efforts and oversee all communications to the membership and public. He/she shall manage the development and publication of the newsletter, special publications, directories, economic and demographic information and other data as may be required from time to time.

10. General

The executive director shall perform such duties as may be incidental to his/her office subject to the direction of the board of directors. He/she shall work with the elected officers and directors in over all policy determination and administration of chamber programs, activities and efforts.

11. Kirkland Downtown Association (KDA)

This position will also be the executive director of the Kirkland Downtown Association and supervise the events manager and bookkeeper. The KDA is a separate 501c3 organization whose board is comprised of the Greater Kirkland Chamber of Commerce Executive Committee. The KDA receives funding from the City of Kirkland and charitable donations to put on events that enhance the downtown, oversee the Kirkland Wednesday Market, beatification projects for downtown and initiatives to promote and market downtown as a shopping destination implemented similar the communities that utilize the "The Main Street Model."