

# **GREATER LYNN CHAMBER OF COMMERCE**

## **EXECUTIVE DIRECTOR JOB DESCRIPTION**

### **About the Chamber**

The Greater Lynn Chamber of Commerce was established in 1912 as the Lynn Chamber of Commerce. In 2019 the chamber became the Greater Lynn Chamber of Commerce in order to reflect the regional membership.

The Greater Lynn Chamber of Commerce is a member-driven organization enhancing the economic vitality of Southern Essex County by fostering educational initiatives and business resources, legislative advocacy, marketing and networking opportunities.

The Executive Director shall direct the organization in accordance with policies, procedures and by-laws of the Chamber. The Executive Director will manage all resources (including staff and volunteers) of the Chamber to achieve the strategic plan, maintain financial stability and comply with the mission statement as set forth by the Board of Directors.

The Executive Director is responsible for a full range of activities including but not limited to creation and coordination of programs, balancing income and expenditures, grow membership, employee training, long range planning, grant application, promoting the Chamber and Chamber members through involvement and participation in community and city government events.

### **Essential Functions:**

- \* Increase, manage and maintain membership recruitment and retention strategies
- \* Oversee, manage and maintain fiscal resources including preparation of the annual budget in partnership with the Board Treasurer for approval by the Board of Directors, ensuring all financial records are audited in compliance with laws.
- \* Establish and cultivate relationships with city, regional, state and federal governments, business and community leaders. Represent the Chamber and Chamber members at government and business meetings.
- \* Establish and implement an annual plan to achieve strategic goals.
- \* Negotiate contracts on behalf of the Chamber in consultation with the Board Chairman.
- \* Responsible for the image, branding and public relations of the Chamber.

- \* Experience in supervision of staff with proven ability to recruit, develop, empower and retain staff.
- \* Completes other duties as required by the Chair of the Board of Directors.
- \*Complies with dress code of a professional work environment.

**Experience and Skills:**

- \* Bachelor's degree with at least 3 years' experience in business management, sales or public relations, preferred.
- \* Strong sales skills
- \* Knowledge of budgets, strategic planning and volunteer recruitment
- \* Bi-lingual Spanish speaking preferred but not required.
- \* Excellent written, oral communication and interpersonal skills

**To Apply:**

Please submit your resume and cover letter to:

Executive Director Search Committee  
Greater Lynn Chamber of Commerce  
583 Chestnut St, Suite # 8  
Lynn, MA 01904