

(Please Submit Resumes To: pastordjlewis@yahoo.com)

Location: Balch Springs Civic Center 12400 Elam Road, Balch Springs, TX 75108

Travel Involved: Up to 100%

Job Type: Part Time 20 Hours/Week Monday- Friday; Office Hours: 9am-2pm (flexible work schedule to allow for outside/after hour Chamber events and activities)

Compensation: \$20,000 USD Per Year + Bonuses (Based on Performance)

Preferred Qualifications: Bachelors Degree in Business/Marketing and/or 10+ years of Civic and Community Organizing Experience; Bilingual English/Spanish a plus

Hiring Manager: Chamber Board of Directors

Date Posted: 02/13/2012

Close Date: 03/02/2012

JOB DESCRIPTION

Chief Executive Officer: Balch Springs Chamber of Commerce & Balch Springs Chamber of Commerce Foundation

Overall Responsibilities: The Chief Executive Officer is the chief staff officer for the organizations. Primary responsibilities are:

- 1) Recruit and manage a locally influential Board of Directors to develop overall strategy and to assure funding and fiduciary responsibility;
- 2) Manage the planning and direct the implementation and evaluation of programs;
- 3) Provide leadership and management to assure that the organizations are well-respected, self-sufficient and financially secure;
- 4) Represent the organization and its mission to clients, funders, community leaders and the community at large;
- 5) Manage the organization's infrastructure including planning, finances, use of technology, program development and evaluation, and human resources;

Responsibilities also include: The responsibilities of the Chief Executive Officer include, but are not limited to the following tasks:

1. Management of day-to-day activities
2. Provide Quarterly Reports in person at the regularly scheduled meetings for the Balch Springs Type A EDC and Type B EDC Boards
3. Provide weekly updates to the Balch Springs Type A EDC and Type B EDC Boards to include a list of business inquires to the Chamber of Commerce
4. Facilitate all Board Meetings
5. Recruitment of volunteers with interests and skills applicable to the task at hand
6. Promote and advertise the City of Balch Springs, Texas; seek business to locate to the City of Balch Springs, Texas; promote business development and membership retention
7. Coordinate and Schedule monthly "Business Retention and Expansion" Workshops with Chamber members, EDC staff and City Officials with assistance of Board members
8. Maintain database of members and potential members
9. Management of dues collection, paying for expenses and maintaining all of the financial accounts
10. Supervision of daily business of the Chamber office
11. Act as the chief coordinator of the plan of work with assistance of at least one board member per committee, task force, or project. Assist committees in carrying out the mission of the organizations
12. Outline and implement annual marketing strategy for the Chamber and Foundation
13. Preparation of annual operating budget with Board approval and adherence to it, overseeing multiple streams of income and expenditures involving multiple bank accounts of the Chamber and Foundation; Preparation of all IRS Forms and reports
14. Oversight of all fundraising activities including special event planning, grant writing and direct mail campaigns, develop new events and marketing tools to increase membership
15. Ensure that the office and office equipment are maintained appropriately
16. Attend workshops as necessary and/or recommend Board members or volunteers to attend workshops in order to develop and implement capacity-building strategies for the organizations.