



Executive Director

Coalinga Area Chamber of Commerce – Coalinga, CA

The Executive Director of the Chamber is responsible for the full range of Chamber activities and coordination of the Chamber's Program of Work. The Director plays a critical role in supporting the Chamber members as well as the day-to-day operations of the chamber. The Director is responsible for the direction of staff, volunteers and all Chamber committees in the implementation of programs and activities of the Chamber. A Bachelor's degree preferred. 5 or more years of relevant business, public policy or political work experience is preferred. Experience in volunteer management preferred. Working knowledge of budget and financial statistics a must. Excellent oral and written communication, interpersonal and organization skills are a must.

The Chamber provides effective leadership and opportunities for the benefit of our members and our community, and promotes the Coalinga area as an outstanding place to live, work, play and conduct business.

Required knowledge, skills and abilities:

Leadership: Uses appropriate interpersonal skills, styles and methods to guide individuals and/or groups toward organizational and membership goal achievement. Develops positive working relationships with Board of Directors, employees, committees, members, governmental units, civic groups and the general public. Models behaviors in support of the mission.

Individual Effectiveness: Develops and maintains a team-oriented approach. Follows through on commitments while performing job responsibilities in a manner consistent with the organization's mission. Uses resources effectively and efficiently while implementing strategies to increase membership and member satisfaction.

Customer Service/Satisfaction: Seeks to provide services that exceed the expectations of members by; anticipating and responding to member needs, measuring member customer service via surveys, developing action plans to positively impact member satisfaction and integrating a service focus into daily routines.

Teamwork and Collaboration: Models teamwork via active participation as a team member on an organizational and community level, fosters collaboration among Board of Directors, employees, committees, members, governmental units, civic groups and the general public. Seeks alliances, works well with others and strives to pursue collective goals. This competency includes building relationships, addressing conflict, collaboration with others, and creating a highly effective team.

Business Acumen: Understand the Chamber's business model, industry and marketplace; demonstrates the cognitive ability to assess situations, diagnose problems and determine and appropriate course of action to enhance the effectiveness.

Change Management/Continuous Performance Improvement: Demonstrates the ability and willingness to continually enhance, improve and streamline operational processes and systems.

Engagement: Builds effective relationships with all others by willing the good of the other always. Uses effective listening and empathy and asks questions to understand what it is like to walk in another's shoes. Creates and maintains a safe environment for conveying information openly, accurately and honestly, creates a mutual understanding amongst all parties.

Self-Management: Understand own strengths, growth opportunities, attributes, and emotions; model's courage, authenticity, service, truth telling, and effectiveness; possesses the confidence in self to have confidence in others.

Developing Others: Provides development opportunities and supports others in their personal and professional objectives by offering and feed-forward and by creating a safe environment to be honest and take risks.

Events: CoalingaFest, Horned Toad Derby, Annual Dinner, Veteran's Day, Holiday Boutique, Candidate's Night, Mixers, Ribbon Cuttings, Quarterly Luncheons, etc.

Skills:

Computer proficient: Microsoft Office: Word, Excel, Publisher, QuickBooks, Constant Contact, WordPress, Social Media (Facebook, Twitter, Tumbler, Instagram, Linked In, etc), Square, Intuit, etc., some heavy lifting, bending and stretching required, work some weekends and holidays.

Job Type: Full-time/At Will Employer. No Health Benefits offered at this time.

Salary: TBD upon experience

Required education:

Bachelor's

Required experience:

Chamber of Commerce experience or relevant business work: 5 years preferred

Please submit Resume, Cover letter and Application to exec@coalingachamber.com

Application available on line at www.coalingachamber.com