

The Greater Union Grove Area Chamber of Commerce is an association representing businesses, institutions and organizations in and around Racine County and neighboring counties. Serving a diverse membership enables it to stay in touch with business and organizational needs and concerns. Governed by a volunteer Board of Directors who represent various segments of its membership, the Chamber's goal is to provide marketing, advocacy, education, and networking opportunities to promote the success of its membership.

In order to continue to provide exceptional service to its membership, the Chamber is seeking to hire an energetic, dedicated, detail-oriented, business-minded, full-time Executive Director who will be responsible for further developing the profile and resources of the Chamber.

Interested candidates should submit a confidential cover letter, resume and contact information for 3 work-related references to the President of the Union Grove Chamber, Stephanie Kurt at skurt@alliantpt.com.

The Executive Director's Position

The Executive Director provides executive leadership to the Greater Union Grove Area Chamber of Commerce and, in partnership with the Board of Directors, is responsible for its strategic direction and success. This position leads the organization in achieving its mission, including overseeing its financial stability, community and philanthropic relations, staffing, development, and operations, under the policies, directives, and guidelines established by the Board of Directors. The Executive Director will be a key leader committed to the economic vitality of the Greater Union Grove area. This individual will lead the Chamber in helping businesses succeed and our communities thrive.

Essential Functions

Provides support and leadership to the Board of Directors as its executive officer, implements its policies, plans and directives, and reports to the Board on matters affecting the welfare of the Chamber.

Acts as a resource to the Board and its committees on policy development, planning and financial development, and helps Board members understand and appreciate their role and responsibilities.

Provides top leadership to the organization's efforts, maximizing community partnerships, engaging volunteers, and cultivating and soliciting community leaders.

Oversees Chamber's operations and programs. Works with the Board, staff, and volunteers to anticipate and address community needs. Fosters a climate of innovation to develop member-focused programs. Spearheads the development, communication and implementation of effective strategies and processes.

Directs staff and volunteers to carry out initiatives, assignments, and programs under the Board of Directors approved strategic plan and annual budget.

Directs the development of the strategic plan and assures the accomplishment of organizational goals and objectives.

Communicates and collaborates with government, schools, other not-for-profits, corporations, and other organizations in the community. Interprets the work of the Chamber to the community, and ensures its mission, vision, values, and goals are understood.

Develops and maintains excellent relationships within the community as well as within the regional, state, and national business organizations.

Provides leadership in securing needed resources for current operations, capital improvement, community development, and long-range financial stability. Oversees the long-range development of the Chamber's resources.

Provides input to the Finance Committee for the annual budget for Board approval. Ensures prudent fiscal management, reporting and controls. Oversees financial operations.

Organizes and plans the Union Grove 4th of July parade.

Candidate Qualifications

Education, Experience, and Abilities

Individuals eligible for this position must demonstrate the ability to perform these duties through a combination of past work experience and education.

Have two years of business experience.

Understand how to leverage Board members and other community leaders to attract and retain members.

Be comfortable serving as an effective “lobbyist” for the business community with local, regional, state, and national elected officials.

Possess excellent written and oral communications skills as well as be a good listener.

Must be an articulate spokesperson on behalf of the Chamber using various methods of communications including traditional media and social media.

Be able to form and enhance positive working relationships with a wide range of constituencies.

Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

Be able to think in innovative and creative ways, challenging self and the organization to set high expectations.

Be comfortable with analytical details while being focused on marketing, communication, and relationship building.

Leadership and Management Style

Be a person of integrity who displays openness and honesty in all interactions.

Be a leader who is approachable, visible, and available, both within the Greater Union Grove Area Chamber of Commerce as well as with membership and the communities the Chamber serves.

Be able to work with and provide support to economic development agencies.

Be a leader who is inclusive and shares information willingly and appropriately.

Be able to diplomatically question the status quo and to look at opportunities in new and creative ways.

Be able to champion constructive and positive change while respecting and valuing what has been done before.

Be able to develop communication rapport with others, readily sharing knowledge and information.

Demonstrate a sincere interest in the development and success of others

Embrace the Greater Union Grove Area region and recognize the unique qualities of the region.

Reporting and Compensation

The Executive Director reports to the President, Executive Committee, and Board of Directors. This position is expected to work 35-40 hours per week throughout the calendar year with increased hours during peak events. Some evenings, weekends, and the 4th of July holiday.