EXECUTIVE DIRECTOR
(September 18, 2020)

Reports To: Hoover Area Chamber of Commerce, Board of Directors

JOB SUMMARY

The Executive Director for the Hoover Area Chamber of Commerce (Hoover Chamber) will be accountable for the effective and efficient operation of all organizational activities of the Hoover Chamber and its Foundation, including but not limited to: program initiatives; membership recruitment, development and retention; training and supervision of volunteers and program participants; certain fiscal responsibilities as dictated by the Board of Directors; developing and maintaining a collaborative working relationship between the Hoover Chamber and the City of Hoover, other chambers of commerce within our region and state, and other regional organizations to foster a strong business environment for our members.

DUTIES AND RESPONSIBILITIES

1. Direct all planning to carry out Hoover Chamber objectives and implement chamber policy, as established by the Board of Directors.

2. Manage, motivate, and direct the Hoover Chamber staff; provide leadership for the staff in the planning and execution of the Chamber’s policies, initiatives, events, and programs, including workforce development.

3. Oversee management of all Hoover Chamber Board of Directors meetings, standing and ad hoc committees, the ambassador program, and other volunteer groups while diligently implementing best practices and providing visionary leadership.

4. Possess, develop, and foster strong relationships with the City of Hoover’s elected officials and other key community leaders; lead collaboration efforts with city-sponsored organizations and other official functions of the city.

5. Manage a strategic planning process that builds the Hoover Chamber brand and positions the Chamber to best reflect the business communities’ short and long-term goals and initiatives.

6. Work diligently with other area chambers of commerce to partner on joint events and other relevant programs.

7. Acts as the primary spokesperson for the organization and represents the officers, Board and membership in this capacity.

8. Responsible for maintaining financial records and accounts, to include collection efforts when necessary, as well as ability to manage budgets and read financial statements.
9. Personally visits Hoover Chamber members on a regular basis for the purpose of membership retention, building goodwill, and gathering information to address member needs.

10. Due to the nature of the position, some early mornings and late afternoons are required.

QUALIFICATIONS

1. A Bachelor of Arts or Science is highly preferred.

2. At least five years’ experience as a dynamic and proven successful leader, with business acumen. Chamber and/or other nonprofit management, or related field experience, is highly preferred.

3. Excellent communication skills, including written, oral and listening skills, public speaking in large and small groups, representing the Hoover Chamber in both print and broadcast interviews and attention to a multitude of detail.

4. Possess creative and savvy marketing skills to work collaboratively with staff to enhance public awareness.

5. Skilled in identifying opportunities and creating strategies, with documented ability to initiate, nurture and develop ongoing productive relationships and to craft win-win outcomes in knitting together appropriate stakeholders.

6. Technical ability to advertise/manage social media pages, virtual meeting platforms, and website content.

7. Ability to create strategic public/private partnerships, including building alliances with a wide range of constituencies and influencers that include business leaders, entrepreneurs, investors, elected officials and the media.

8. Applicants must have a valid state driver’s license and consent to a background check.

SALARY AND BENEFITS

Salary is commensurate with experience. The Hoover Chamber will offer a competitive compensation package that includes retirement benefits, health insurance, paid vacation, sick days and holidays, as well as an annual bonus opportunity.

THE CHAMBER

The Hoover Area Chamber of Commerce is strongly committed to being the voice of business. Furthermore, our commitment to ensuring that all businesses are positioned to succeed and grow, is paramount. For more information about the Hoover Chamber, please visit https://hooverchamber.org.

HOW TO APPLY

Qualified applicants should send a cover letter, resume, and salary requirements to jobs@hooverchamber.org.