

**Executive Director – Job Description**

**Overview**

* The Greater Brownsburg Chamber of Commerce seeks to Engage, Educate, and Empower the local business community in Hendricks County. We work in conjunction with businesses, citizens, and elected officials to provide a positive business environment and improve the quality of life in our community for all who live and work here.
* It is the Executive Director’s role to work collaboratively with the Board of Directors to provide value to the businesses that call Brownsburg home, to engage and serve Chamber members, and to promote the growth and development of the Chamber. A typical day in this position may include face-to-face meetings, phone calls and emails, tasks related to event planning, attendance of Chamber or community events, and tasks related to fundraising.

**Job Type & Schedule**

* Full-time, 40 hours per week.
* Mostly day-shift, with regularly occurring evening and weekend requirements to coordinate and host Chamber events, attend meetings, or participate in other community events.

**Salary**

* $45,000 - $55,000 annually
* Opportunities to earn “engagement bonuses”
* 3 Weks Paid Time Off

**Education & Experience**

* Bachelor’s Degree in a related field of study required
* At least 3 years of professional work experience in a related field or position required
* Valid Driver’s License

**Top 3 Responsibilities**

1. Build and maintain strong relationships with local business owners, executives, employees, and the Chamber Board of Directors.
2. Retain current members and develop future membership prospects by coordinating the provision of value, engagement, and support.
3. Plan and coordinate regularly occurring Chamber events including luncheons, after-hours events, AM Connects, Women’s Connects, annual Golf Outing; Plan and coordinate a new annual Signature Event in collaboration with the Board of Directors.

**Additional Responsibilities**

* Report to the Chamber Board of Directors at monthly Board Meetings.
* Participate in Board Committee Meetings, including supporting the Chamber Ambassadors volunteer committee.
* Market the Chamber’s efforts, programs, resources, and events via website, social media, and email newsletters in collaboration with the Chamber Board’s Marketing Committee; and/or develop an outsourced contractual relationship to coordinate content creation for the Chamber’s marketing needs.
* Manage all external communications as the lead representative for the Chamber, including both email and phone communications.
* Develop the Chamber’s Annual Budget in collaboration with the Board Treasurer and Finance Committee, track expenses and revenue, and report all relevant financial data to the Board of Directors regularly.
* Fundraise and secure sponsorships to support Chamber events, programs, and resources.
* Participate in semi-annual strategic planning with the Board of Directors.
* Evaluate, track, and report on community and member engagement metrics.

**Essential Skills & Characteristics**

* Kind-hearted and friendly
* Respectful and professional
* Focused on relationship building
* Passionate about supporting small and local businesses
* Interculturally sensitive and competent
* Strong verbal communication, including presenting to a public audience
* Strong written communication
* Ease with using computers and software, including:
	+ Required: Microsoft365 tools like Outlook, Word, PowerPoint, and Excel
	+ Preferred: Canva (basic graphic/document design)
* Event-planning and coordination
* Project management
* Budget tracking and analysis (Preferred: Experience utilizing QuickBooks software)
* Time management
* Entrepreneurship and business acumen
* Self-motivated
* Resilient
* Open to change and flexible
* Exceptional listener
* Organized

Interested candidates may send their resume and 2-3 reference contacts via email to the Chamber Board President at director@brownsburg.com.