

## **The Port Townsend Chamber Seeks a New Executive Director**

Title: Executive Director

Organization: Port Townsend Chamber of Commerce

Location: Port Townsend, WA

Salary: Fair market rate, considering qualifications

Benefits: Health Plan and Paid Vacation

### **Position Summary**

The Executive Director (ED) executes the mission of the Chamber in order to achieve the Chamber's vision -- under the direction of the Chamber Board. The ED is responsive to the changing needs of the community while promoting vibrant local economic and business climates to enhance the quality of life for all. The ED promotes Chamber membership, manages and influences staff and volunteers, leads and implements the annual Business Planning Process, and manages the budget. The ED is a strong community leader who represents the Chamber in daily business matters and upholds the Chamber's image. The ED helps develop the Chamber's direction for the future and represents the Chamber to the community at large, while building effective relationships with government, organizations, businesses, and agencies.

**To be considered for this position, candidates will document the following attributes:**

### **Capabilities**

Community and business visioning and planning

Public speaking

Written and verbal communication

Works well with others despite divergent allegiances, opinions, viewpoints, and agendas

Initiates and maintains relationships with business, civic, city, and county organizations

### **Skills**

Multi-tasking -- works efficiently despite interruptions and schedule changes

Basic computer literacy with PC-type systems, Mac literacy a plus

Intermediate level usage of MS Office Suite applications

MS Project a plus

Basic literacy with internet searching and navigation

### **Knowledge**

Organizational budgeting

Fundraising

Economic and community development

### **Traits**

Works well under pressure

Non-judgmental, open-minded, fair and even-handed in dealing with others

A good listener

### **Attitudes**

Accepts and welcomes diversity in people

### **Preferences**

Flexible work week includes some weekend and evening coverage

**Employment**

Demonstrates substantial relevant past engagements

**Desirable Experience**

Chamber of Commerce management or similar

Project management

Marketing and public relations

Organizational communications

Entrepreneurial ventures

Human resources

**Education**

BS or BA degree a plus

**The Executive Director is empowered within Chamber bylaws as follows:**

Expends budgeted funds per established policies and accepted business practices.

Manages subordinates, both paid and volunteer -- hires, sets compensation, establishes terms of employment, directs activities, evaluates, terminates. Executes Board-approved contracts.

Represents the Chamber to the public.

**The Executive Director's responsibilities may include:****OVERSIGHT**

Chamber and Visitor Information Center

Volunteers and the volunteer program

Policies and procedures

**FINANCIAL**

Position reports to the Board

Revenue programs

Expense accumulation and reporting

Time sheets

**MEMBERSHIP**

Recruitment and programs

Visitations

Marketing

Economic development

**CHAMBER BOARD**

Attends meetings

Appointment recommendation criteria

Annual long term planning process

Agendas and back grounding

Monthly reports with recommendations

Staff support to committees

Advisement on committees

Assists filling vacancies

Annual retreat production

**COMMUNITY AND GOVERNMENT**

Spokesperson and liaison

Represent the Chamber at events and meetings

Business development per Board direction

**The Executive Director's performance may be measured by:**

Attainment of assigned goals and objectives  
Financial accountability and management  
Membership growth

**Application Process**

Submit resume and cover letter, and include salary requirements and salary history (required), by USPS mail, by July 4<sup>th</sup>, 2008, to --

Ryan Anderson,  
American Marine Bank,  
PO Box 1789,  
Port Townsend WA, 98368.

Email submissions are acceptable, but only as MS Word file format documents sent as email attachments. Send email application materials to – [RyanA@americanmarinebank.com](mailto:RyanA@americanmarinebank.com). All electronic documents must be in MS Word file format.

**Timetable**

Interviews and follow-ups are scheduled during July. Projected start date is early August.

*The Port Townsend Chamber of Commerce is an Equal Employment Opportunity employer and abides by all state and national laws that are the basis for EEO policy.*