



## EXECUTIVE DIRECTOR

### Who We Are

The Gonzales Chamber of Commerce and Agriculture is a non-profit, membership organization committed to the advancement of business in the greater Gonzales area. As a non-profit organization, the Gonzales Chamber exists to preserve the competitive system of business in our area by creating awareness and appreciation of local businesses, understanding the needs and concerns of our members and assisting in the expansion and growth of local business by the promotion of economic programs of a civic, social and cultural nature designed to bring value and prosperity to our community.

### What We Are Looking For

The Gonzales Chamber of Commerce & Agriculture is looking to hire an Executive Director responsible for planning, coordinating, and implementing the operational activities of the Chamber. The Executive Director will represent the Chamber with the membership, tourists, public agencies and officials, local organizations, and the public.

### How You Will Help

- Foster positive and effective Chamber relations using good business practice, sound judgment and tact.
- Manage, motivate, mentor, and coach the Chamber staff to become the best leaders they can be.
- Organize and lead the execution of operational and strategic business plans, ensuring the necessary resources are in place to achieve the desired results.
- Maintain and manage the day-to-day operations of the office of the Chamber.
- Maintain permanent records of the organization including bylaws, policies, procedures, legal and financial contracts, rulings and documents, important communications with the membership and other organizations or individuals.
- Keep records of calendar of organization meetings, events and records of the membership, billing, updated contact names, address, email, and website and membership size.
- Responsible for applying for HOT funds and submitting quarterly reports to the City of Gonzales.
- Participate in Board of Directors meetings, by preparing agendas, sending meeting notices, distributing minutes, financial reports, etc.
- Plan, coordinate or manage fundraising efforts, events, and membership recognition activities.
- Assist the Board of Directors by forming, overseeing, developing, and ensuring participation of Chamber subcommittees including the Come and Take It Committee.
- Coordinate and attend new member groundbreaking events and other fundraisers.
- Oversee merchandise orders, inventory, sales, design, and online store.
- Perform other duties as assigned.

### Experience/Skills You Will Need

- Excellent project management and organization skills with the ability to effectively evaluate and manage conflicting priorities in a fast-paced environment with multiple deadlines.
- Excellent leadership and interpersonal skills.



- Excellent verbal, written and presentation skills.
- Experience with budget planning, monitoring, and tracking.
- Must be diplomatic and have a good knowledge of local government operations.
- Self-motivated individual with a strong work ethic and high attention to detail.
- Flexibility to work after hours, weekends or during occasional extreme weather conditions as necessary
- Ability to complete projects with limited supervision and direction.
- Must have a reliable vehicle, a valid Texas driver's license.
- Must reside in Gonzales County.
- Must be able to lift 35-40 lbs.

#### **Preferred Experience/Skills**

- Bachelor's degree from an accredited academic institution or at least five years of senior executive experience in a chamber of commerce or closely related field or organization.
- Experience with social media venues including Facebook, Twitter, Instagram, LinkedIn.
- Strong working knowledge of the chamber of commerce industry including but not limited to volunteer management, program administration and strategic planning.
- Experience in marketing, social media, and promotion.