



## GREATER NEWPORT CHAMBER OF COMMERCE

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[www.newportchamber.org](http://www.newportchamber.org)

### **Position Open: Chamber of Commerce Executive Director:**

The Greater Newport Chamber of Commerce is seeking qualified applicants for the Executive Director Leadership position. This position is expected to provide visionary leadership and strategic direction for the Chamber under the guiding principles of promoting, advocating, connecting, and educating our local businesses and community. The Executive Director is responsible for working with the Board to develop a comprehensive “Program of Work” to support the membership’s needs. Additional responsibilities include the development and management of the Chamber budget, fundraising, membership growth, volunteer development, event coordination, and leadership of the Chamber staff. Successful applicants must be proven leaders with the ability to work independently, collaborate with other development groups and governmental officials, understand the needs of the membership, and deliver results. Qualifications include a Bachelor’s degree or equivalent experience in business administration, public administration, marketing, etc. Previous non-profit or community leadership experience preferred.

### **About the Chamber:**

The Greater Newport Chamber of Commerce is a voluntary organization of business and professional men and women who have joined together for the purpose of promoting the civic and commercial progress of our community.

The area's economic well-being is directly related to the caliber of work that is carried out by the Chamber. Therefore the Greater Newport Chamber has a major impact on business, income, and future growth of the area.

There are two primary functions of a chamber of commerce: 1) it acts as spokesman for the business and professional community and translates into action the collective thinking of its members; and 2) it renders specific services of a type that can be most effectively provided by a community organization, both to its members and to the community as a whole.

Further, the Greater Newport Chamber of Commerce serves as the Destination Marketing Organization and Visitor Center under contract for services with the City of Newport.

### **Objectives of the Chamber:**

1. To coordinate the efforts of commerce, industry and the professions in maintaining and strengthening a sound and healthy business climate in the Newport area.
2. To sponsor aggressive programs of work and stimulate activities and community events that will provide for full development and employment of our human and economic resources.
3. To provide creative business leadership and effective coordination of all interested parties in solving community problems and in initiating constructive community action.

## **POSITION OBJECTIVES AND PURPOSE**

The Executive Director is the chief paid executive and administrative and financial officer of the organization. He/she is responsible to the Board of Directors for the full range of Chamber activities: coordinating the program of work; monitoring organization structure and procedures; interpreting policy; motivating volunteers; managing the budget; employment, training and supervision of staff; maintaining favorable membership relations; ensuring proper maintenance of the Chamber facility; and long-range planning.

The Executive Director is the chief voice and face of the Chamber and operates the Chamber with an external focus to include public/member relations, strategic planning, and lobbying activities.

## **ESSENTIAL FUNCTIONS**

### **Director role**

- Serves as the chief spokesperson for the Chamber and communicates the organization's position on community, public and political issues. Coordinates the development and maintenance of positive relations with community decision makers, and at meetings of local, state and national organizations.
- Develops, maintains and carries the responsibility for the Chamber's strategic and annual tactical plans. Through the organization's committee structure and an annual review process, ensures these plans reflect the current needs of the membership while supporting the Chambers mission statement and long-range strategies.
- Cultivates and maintains positive member relations. Continually "sells" the Chamber to motivate and influence others on the positive attributes of Chamber involvement and consistently maintains a dialogue with the members to discuss organizational direction and purpose.
- Leads the development of the Chamber budget, consistent with established program goals. Oversees all expenditures within the budget framework. Ensures the preparation of accurate, timely, monthly financial statements with detailed information relating to departments, programs and activities.

### **Chamber Board**

- In concert with the Board of Directors, and through a respectful working relationship, the director carries the responsibility for execution of policies adopted by the Board and ensures policies are properly recorded, and when necessary, assists in the interpretation of such policies.
- Supervises the preparation and distribution of Executive Committee and Board meeting packets including recording and providing minutes.

### **Management**

- Hires and manages all aspects of the Chamber staff and ensures employees are properly trained for their positions and provided with appropriate information related to programs and internal activities. Identifies and removes barriers which may prevent employees from functioning in an efficient, effective manner.
- Develops and maintains, as required, the Chamber's personnel administration system, which includes the following: compensation/classification plan, performance appraisal program, and operations/policy manuals and personnel files.
- Carries the primary responsibility for bidding projects, major purchases and the establishment of service and maintenance contracts, including required maintenance and ensures the Chamber is an efficient operation as an attractive "front door" to the community.

The preceding statements are intended to describe the general nature and level of work being performed by individuals assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

## **OTHER RESPONSIBILITIES**

Performs other related duties as required.

### **Additional Duties/Responsibilities include the following:**

General oversight of all programs of work including;

Leadership Lincoln  
Tourism Sales-Mission program  
Young Professionals  
Chamber Ambassadors  
Beautification  
Coast Contract and Fulfillment  
Seafood & Wine Festival  
Annual Meeting & Awards Banquet  
Banquet and Balloon Auction  
Fall Event  
Destination Newport Coordination  
City Contract Administration for Tourism Development and Fulfillment  
Visitor Center Management  
Budget/Financial planning  
Technology oversight  
Media relationships  
Travel Trade Industry Relationships  
Human Resources and Administration  
Familiarization Tours/Chamber and Coast

### **General Chamber Functions:**

- Management of a multifaceted program of work developing and promoting industry sectors including tourism, agricultural, marine science, cultural arts, culinary, outdoor recreation, and non-profit organizations.
- Oversee Tourism Contract for Fulfillment for the Oregon Coast through the RCTP program.
- Confer with Board and chamber members, organization directors, staff, City, County and State agencies and elected officials to discuss issues, coordinate activities and resolve problems.
- Prepare Budgets for approval, coordinate financial activities to fund operations, programs and events, and maximize investments.
- Serve as primary spokesperson and liaison for Chamber with board, membership, community, local and state agencies and media.
- Negotiate and oversee contracts or agreements with suppliers, local and state agencies and other entities.
- Direct HR activities including staff hiring/corrective action plans/assign responsibilities, job duties, evaluations.
- Interpret and explain policies, rules, regulations or laws to various entities.
- Annual presentations to City Council and Council Committees regarding programs, contract and budget.
- Grant and proposal/bid writing.
- Deliver speeches, write articles, present information to promote services, exchange ideas /accomplish objectives.
- Produce, provide and lead Career and Customer Service training, counseling and consultation to employers, managers, and staff of community and membership businesses.
- Provide business advocacy and support to all sectors of community businesses.
- Serves as Secretary for Yaquina Bay Economic Foundation
- Maintains building and grounds/coordinates work to be done
- Oversees maintenance of office equipment and supplies (with Office Manager)
- Coordinates invoices/bills for payment by bookkeeper.
- Prepare and assembles Board reports for monthly meetings.

### **Other Affiliations and Responsibilities: (Current)**

- Oregon Destination Marketing Organization Board of Directors
- Destination Newport Chair (2005-Present)
- Secretary Yaquina Bay Economic Foundation

### **Seafood & Wine Festival:**

- Oversee all aspects from site management to law enforcement, media and community relations of largest regional and community festival-Newport Seafood & Wine Festival with 25,000 attendees and over 150 vendors.
- Coordinate Staff and Volunteer efforts to ensure that all aspect of operations and execution of event are being attended to.
- Prepare annual budget for Seafood & Wine Festival as part of the overall Chamber operations budget.
- Oversee contracted work as necessary for Festival
- Coordinate insurance for event as directed by Board
- Develop marketing and promotional campaigns associated with event.
- Coordinate with media for advertising and press.
- Oversee operations of shared Food Booth (with Waldport Boosters)

### **Tourism Development:**

- Coordinate and direct destination marketing program, activities and policies to promote area amenities and businesses to increase group, conference and leisure travel visitors frequency and length of stay.
- Identify tourism development opportunities in international and domestic market.
- Work with local businesses, Travel and Trade Partners, and Oregon Tourism Commission/Travel Oregon to promote destination through domestic and international channels, including Sales-Mission and Trade Show participation.
- Create tourism products to draw specific demographics based on market research and analysis. .
- Initiate market research studies, analyze findings and adjust marketing to fit demographics.
- Advise businesses, local elected and state officials about domestic or international factors affecting destination spending.
- Provide training platforms for front line hospitality staff including customer service training.
- Manage Tourism Development and Fulfillment Program in domestic and international markets.
- Participate with industry partners in international market for destination promotion to travel-trade industry, media, and receptive operators.
- Visitor center management as the DMO for Newport.
- Assisting managing Tourism Contract for Fulfillment for the Oregon Coast through the RCTP program.
- Assists creating and approve marketing and promotional campaigns including branding, print, radio, television, online, outdoor, video and social media with Destination Newport.
- Coordinator/Facilitator with Travel Oregon , Oregon Tour and Travel Alliance, Oregon Coast Visitors Association, Oregon Society of Association Management, Western Association of Convention and Visitor Bureaus, Society of Government Meeting Planners, National Tour Association, Oregon Destination Marketing Organization and others.

## **Qualifications:**

### **General Qualifications:**

1. Bachelor's degree in marketing, public relations, business or related fields preferred. Relevant experience may be considered in lieu of a Bachelor's degree. CAE, CCE or US Chamber of Commerce Institute graduate preferred.
2. Minimum of 5 years of comparable experience in business, community, or organizational leadership.
3. Experience in leading organizations to collaborate and partner with related constituencies and organizations.
4. Knowledge of business operations and practices; ability to understand and interact with businesses of all sizes and industry.
5. Proven leadership skills; is dynamic, diplomatic, self-motivated, analytical, and has a clear understanding of the vital role that the Chamber plays in supporting and enhancing its business community.
6. Demonstrates exceptional organizational, problem solving and decision-making skills.
7. Demonstrates excellence in public speaking, presentation, communication and writing abilities.
8. Experience in event planning and management, development, marketing, and social media.
9. Destination Marketing Organization management experience or knowledge thereof.
10. Supervisory experience in leading, delegating, motivating and developing support staff and volunteers.
11. Must be able to travel as required by responsibilities.

**Salary: \$55,000-\$65,000 DOE with a Benefit Package.**

### **How to Apply:**

Applicants must provide a cover letter, a resume, a business writing sample (at least 1 page/ a few paragraphs) that describes the candidate's thoughts about the future development and activities with which the Chamber should be involved, written response to the following questions, and at least three professional references. The confidentiality of applicants for the position will be respected throughout the search process.

Application materials should be sent to Susan Beck, Farmers Insurance 525 E. Olive Street Newport Oregon 97365, or emailed to [esusan@actionnet.net](mailto:esusan@actionnet.net) No phone calls please. **Application deadline: 9/15/2017 5:00pm**

## **Questions for Applicants:**

- 1. Tell us why you feel you are the ideal candidate for this position.**
- 2. What about working for the Greater Newport Chamber of Commerce, and in this role specifically, most interests you?**
- 3. Please summarize your experience working for a similar organization and what experience you have in destination marketing management?**
- 4. Describe a time you have developed/implemented a successful marketing or business plan. What did the process teach you?**
- 5. Describe your experience with business budgeting and finance.**
- 6. Describe your experience with event planning and management.**
- 7. Describe how you develop and maintain relationships with your coworkers, supervisors and business partners/members.**
- 8. Describe your experience working with and motivating volunteers.**
- 9. This position could involve travel-including international travel. Are you able to fulfill that requirement?**