

**Menard County Chamber of Commerce  
&  
Menard Industrial Development Corporation**

**Job Description**

**Position Title:** Executive Director for the Menard County Chamber of Commerce & MIDC

**Qualifications:**

- Positive attitude and great customer service skills
- High school diploma, college credits/hours and/or 2 + years experience in book keeping/QuickBooks
- Background with rural communities preferred
- Strong written and verbal communication skills.

**Job Description:**

Full time position that will include, but not limited to, the following responsibilities:

**1. Manage Chamber & MIDC office:**

- Availability to work hours necessary to operate Chamber/MIDC office 5 days/week
- Respond to visitor requests generated by telephone, mail, advertisements and websites.
- Responsible for all membership efforts including recruitment of new members and retention of current members.
- Creates and maintains databases for memberships, events, and donors.
- Makes deposits, manages accounts payable and maintains accounting records of all such transactions.
- Cultivate good relationships with city, county and state governments and their elected officials and staff.
- Cultivate good relationships with Menard County businesses.
- Maintain a high level of communications among the Chamber/MIDC directors, committees and members, as well as between the Chamber/MIDC and the general public.
- Report to the Board of Directors on a monthly basis the monthly status of membership and finances, as well as quarterly for MIDC.
- Prepare agenda for monthly Board of Directors meetings and type minutes
- Prepare and submit an annual budget for Board approval and coordinate expenditures consistent with budget. Report to City Council on budgets.

- Responsible for all communications to the memberships and general public. This includes, but is not limited to, all office correspondence, publications, newsletters, web sites, tourism, and public speaking.
- Keep office clean, organized, and seasonally decorated.
- Research grants and present to the Board of Directors in a timely fashion.
- Keep MIDC Board members informed as to training meetings and updates to the Industrial Development Commission.

## **2. Manage Chamber Events:**

- Must have flexibility to work night and weekend events as needed.
- Coordinate Chamber Banquet, Hunter's Blowout and other annual events.
- Produce and distribute promotional flyers, materials and advertisements at least 30 days prior to the event
- Print tickets for events as needed
- Track and maintain donor/vendor lists for each event
- Provide Board of Directors with a specific financial report per event
- Solicit vendors/donors as needed
- Book and coordinate venues, entertainers, caterers, and other service providers as needed
- Coordinate event volunteers

## **3. Promote Menard County:**

- Must have flexibility to travel outside Menard County for promotion and continuing education events (using personal vehicle)
- Occasional overnight travel as required for promotion and continuing education events
- Develop marketing brochures, promotional documents and community quick reference materials within the general policy guidelines and budget determined by the Board of Directors.
- Maintain constant and aggressive contact with known organizations and businesses that have an interest in Menard County.
- Fully utilize local and regional media to encourage citizen involvement and publicize community and economic development activities.
- Oversee business promotions, tourism programs, annual chamber events, newsletters, Facebook page and web sites as needed.

**Work Schedule:** Salary is based on an average 30 hours per week, five-day work week. Chamber business hours are Monday – Friday 9 am to 4 pm with lunch from 12-1 pm. occasionally required to work beyond 9 am to 4 pm, including weekends and holidays as needed.

**Pay:** This is an FLSA exempt salaried position with pay based on qualifications, work history and experience.

**Benefits:** Friendly, rural, non-corporate work environment. Paid holidays, 5 paid sick leave days provided, 5 personal leave days provided, 1 week paid vacation time after 1 year of service, and 2 weeks paid vacation time after 2 years of service and beyond. Holiday schedule is based on the County holiday schedule.

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