

POSITION TITLE: Warsaw Chamber Executive Director  
REPORTS TO: Chamber Board of Directors

BRAND PROMISE: Warsaw offers an authentic Ozarks experience for visitors, residents, and business. The people are friendly, possess a can-do attitude and are hard working. Our economic environment attracts businesses, job opportunities, a strong tourism pull, retail, and dining experiences.

MISSION STATEMENT: To develop, promote, facilitate and advocate for a sound economic environment in which the business community can grow and prosper.

VISION STATEMENT: To be recognized as an effective resource, providing relevant, innovative and impactful programming that ensure a healthy business climate and enhanced quality of life for the Warsaw area.

PURPOSE: The Director of the Warsaw Area Chamber of Commerce is responsible for daily operation of the Chamber office and staff, furnishing leadership within the Chamber and the community in order to help create a favorable “business and living” environment and to help develop and guide an active program aimed at improving business-civic conditions. Must maintain a positive image and conduct him/herself in a professional manner on behalf of the Chamber. The Director is responsible to the Board of Directors and reports directly to the President and President-elect on a regular basis.

**ESSENTIAL FUNCTION:**

- MUST work all Chamber functions
- Works closely with Board
- Community and Chamber goals
- Supervising all staff and personnel, recruiting, training and directing volunteers
- Prepares annual Budget in conjunction with a Budget Committee
- Oversees all membership efforts and record keeping
- Proficient in Technology
- Commit to a teamwork environment
- Must have Public Relations and Social Media Skills

**EDUCATIONAL AND PERSONAL REQUIREMENTS:**

- Excellent verbal, written and presentation skills
- Energetic, motivating and vivacious personality
- Strong leadership, organizational and communication skills
- Time Management
- Multi-tasker
- 2 year degree or equivalent

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed indoors and outdoors. Must be willing to work an irregular schedule, inclement weather, may include weekends, holidays, evenings and varying shifts. Must be physically capable of lifting up to 50 lbs.

Note: This shall not be construed to represent a detailed work description nor procedures; neither shall it rule out reasonable requests made by the board.

The Warsaw Chamber of Commerce is fully committed to avoiding any unfair treatment or discrimination in employment practices related to race, color religion, disability, national origin, ancestry, sex or age. Nothing in this job description shall precedence over any state or federal law to the contrary.