

**Job Title:** Executive Director

**Reports To:** Board of Directors

**Organization:** Mequon-Thiensville Chamber of Commerce

**Location:** 6331 W. Mequon, Road

**Job Type:** Full-Time

**Salary Range:**

Enjoy a rewarding opportunity to engage and support local businesses, collaborate with local leaders and organizations, and help to make the community thrive.

Position Summary:

The Executive Director is responsible for the overall operation of the Mequon-Thiensville Chamber of Commerce under the direction of the Board of Directors. This role oversees daily operations, staff supervision and hiring, membership growth and retention, member communication, financial management, event planning, chamber committee initiatives, marketing and community outreach.

The Executive Director works closely with the Board of Directors to fulfill the bylaws, carry out the mission of the organization and to achieve the board's goals by implementing the Chamber's strategic plans. The Chamber's primary mission is to support local businesses, strengthen the business community and foster connections. In addition to supporting Chamber members, the position involves collaborating with tourism and economic development efforts and key community entities as well as other non-profit organizations.

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### **Key Responsibilities:**

#### **Board Support**

- Prepares meeting packets and reports for the board of director and executive committee meetings.
- Provides guidance and assistance to the president and board of directors to adhere and fulfill the bylaws.

#### **Membership Relations, Development and Retention**

- Implements strategies to increase membership. Develops and maintains strong relationships with member businesses through member calls and outreach. Reaches out to new businesses in the area and non-member businesses.
- Oversees onboarding and welcoming new members, membership benefits, communications, and quality programs that enhance member satisfaction. Integrates members by conducting group and/or individual orientation sessions and supporting ribbon-cutting events when requested.
- Retains the membership base through member engagement, expanding value-added programs, and by facilitating the Ambassador Committee meetings and initiatives that focus on member retention.
- Coordinates and supports the meetings and efforts of all Chamber committees.

#### **Staff Management**

- Supervises Chamber staff, coordinates schedule and submits payroll.
- Conducts annual reviews, hires and trains new staff members if needed.

## **Financial Management**

- Develops an initial draft of the annual budget for board review and approval.
- Creates monthly financial reports to present at board meetings.
- Manages bank accounts and oversees bookkeeping tasks or directly handles when needed.
- Completes the Annual Report & Annual Employment Audit for Workers Comp Insurance.
- Works with accounting firm to assure annual tax forms are filed.
- Maintains insurance coverage and raffle license.
- Secures funding through dues, sponsorships, fundraising, and grants. Ensures invoices are sent monthly for annual membership dues.

## **Events & Programs**

- Participates, plans and oversees coordination, promotion, registration and execution of Chamber events including networking programs, educational sessions, Chamber luncheons, orientations, ribbon cuttings.
- Oversees representation at an annual local festival coordinated by the Chamber ambassadors and the YP programming planned by the self-directed Young Professionals committee.
- Schedules and works with fundraising planning committees. Handles or oversees organization of tasks and packet preparation handled personally or by staff.
- Operates Community Gift Certificate program and issues certificates.
- Issues Certificates of Origin for manufacturers and distributors.

## **Community Relations & External Organizational Representation**

- Participation as a member of the Ozaukee County Tourism Council
- Participation and partnership with Ozaukee Economic Development
- Develops and maintains collaborative relationships with local government, schools, and civic organizations. Occasionally represents the Chamber at public meetings, on advisory committees or in special meetings when requested and with initiatives of key community entities when the need arises.
- Serves as the face of the Chamber at community and member events.

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## **Preferred Qualifications and Skills:**

- Bachelor's degree
- Experience with Chambers, membership association or nonprofit organizations management
- Strong interpersonal, communication, and relationship-building skills. Demonstrated ability in budgeting fundraising, event planning, program development, marketing, and prior client relations.
- Familiar with handling social media and digital communication platforms
- Experience with the following computer programs: ChamberMaster or Membership and Event database, Constant Contact, Canva, QuickBooks, Microsoft Office: Outlook, Excel, Word, PowerPoint

**To Apply:** Please submit your resume and cover letter to [tinas@mtchamber.org](mailto:tinas@mtchamber.org)