

Baraboo Area Chamber of Commerce Executive Director Job Opening

Position reports to: Chamber of Commerce Board of Directors

FLSA status: Full-time; exempt

Location: Baraboo, Wisconsin

Schedule: 9 a.m. to 5 p.m., after hours and weekend duties as necessary

Salary range: \$70,000 to \$85,000, depending on experience and qualifications

Application deadline: Sept. 15

Anticipated hiring date: Mid-October to mid-November

To apply: Submit cover letter detailing your past work experience and job qualifications, salary expectations, resume and any other documentation you feel may show your qualifications for the position by email to director@baraboochamber.com.

Summary: The Baraboo Area Chamber of Commerce is a non-profit, membership-driven, business organization committed to promoting Baraboo as a premier tourism destination and the success of our nearly 400 members by engaging in partnerships that strategically and significantly strengthen the tourism and business climate. The Executive Director is responsible for the day-to-day operations of the organization, including management of employees and finances, membership services and benefits, tourism and economic development activities, collaboration with other nonprofit organizations, government officials and the business community, and management of the Chamber's on-site Tourism Center. This person is the principal staff person responsible for coordinating all programs, events, and representing the community locally, regionally and statewide. This position also serves as Executive Director of the Baraboo Area Chamber of Commerce Foundation, a separate 501(c) (3) entity. The Executive Director works for the elected Board of Directors and ensures they operate within compliance of adopted bylaws, policies and procedures.

Essential duties and responsibilities: This list is intended to be illustrative of the responsibilities of the position and is not a comprehensive listing of all functions and tasks. The Baraboo Area Chamber of Commerce Board of Directors retains the right to modify or change the duties or essential functions of the job at any time.

- Administration and personnel management
 - Report monthly to the Executive Committee and Board of Directors on membership, finances, tourism activities, and economic development, analyzing challenges and opportunities
 - Create monthly board meeting agendas and supporting documentation
 - Guide implementation of strategic plan outlining the goals and objectives of the Board of Directors

- Manage staff, including workplace policies and procedures, hiring and termination of employees with the expressed consent of the Board of Directors, scheduling, performance reviews, and human resource compliance
- Coordinate with the bookkeeper to oversee all financial statements and transactions concerning monthly banking account reconciliations, payment of bills, payroll, profit and loss reporting, budget vs. actual statements, and semi-annual reconciliation of redeemed Chamber Bucks
- Work with the bookkeeper and Board of Directors to prepare and implement an annual budget
- Creatively develop methods to grow non-dues revenue, including grant opportunities and the Partner Package program
- Collaboration
 - Cultivate relationships with area organizations; city, county, state and federal government officials; and the local business community to gain insight for growing economic prosperity
 - Maintain communication with Chamber officers, staff, committees, members, and general public
- Membership and marketing
 - Work with the Marketing and Tourism Coordinator to conduct ongoing promotion of Chamber events and the Baraboo Area as a premier tourism destination
 - Oversee and plan projects and events within timelines and budgetary constraints
 - Retain and increase membership through programs and services to meet member needs
 - Coordinate with staff to oversee the Visitor Center ensuring that it is clean, staffed and stocked with visitor and business information
- Experience, training and qualifications
 - Bachelor's Degree with an emphasis in business, public administration, communications or related program of study preferred
 - Previous Chamber of Commerce or tourism promotion experience is preferred
 - Demonstrated leadership or administrative experience, supervisory/management experience, or the equivalent in a professional work experience is strongly preferred
 - Possess and maintain a valid Wisconsin driver's license with a good driving record
 - Must have flexibility to work night and weekend events and meetings as needed
- Knowledge, skills and abilities
 - Excellent written, verbal, and presentation skills
 - Knowledge of social media, and relevant computer programs
 - Ability to organize work, set priorities, meet critical deadlines and follow up on tasks with minimal direction and oversight

- Highly motivated, results and detail oriented, and a creative thinker who can apply logical thinking to complex situations
- Strong financial experience including understanding balance sheets, profit and loss statements and general financial practices
- High level of professionalism and confidentiality
- Compensation and benefits
 - Salary is dependent on experience and qualifications
 - 120 hours of paid time off per year
 - Six paid holidays
 - Individual health insurance premiums paid or an insurance stipend
 - Flexible schedule to compensate for evening and weekend activities

The Baraboo Area Chamber of Commerce provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

About the Baraboo Area

Baraboo is the seat of Sauk County government. Sauk County currently ranks 3rd among all 72 Wisconsin counties in terms of direct tourism spending, trailing only Milwaukee and Dane counties. The Baraboo Area is home to a multitude of unique tourism attractions, including:

- Circus World (circusworld.wisconsinhistory.org)
- The Al. Ringling Theatre (alringling.org)
- Devil's Lake State Park (dnr.wisconsin.gov/topic/parks/devilslake)
- The International Crane Foundation (savingcranes.org)
- The Aldo Leopold Nature Center (aldoleopoldnaturecenter.org)
- Mid-Continent Railway Museum (midcontinent.org)
- Our vibrant and historic Downtown Baraboo (downtownbaraboo.com)

Our tourism offerings also include many fine dining establishments, breweries, wineries, distilleries, lodging options and venues for a variety of outdoors activities, including hiking, biking, canoeing, fishing, rock climbing and scuba diving.