

## EXECUTIVE DIRECTOR OF THE DIXON CHAMBER OF COMMERCE AND MAIN STREET

### SUMMARY

Leads the organization in pursuit of its mission: For the betterment and growth of Dixon, the Dixon Chamber of Commerce and Main Street advocates for our businesses, community, and visitors by promoting economic development, cultural programs, civic engagement, and historic preservation.

### QUALIFICATIONS

Energetic, entrepreneurial, dynamic, accountable, and measured

Demonstrated professionalism with a strong work ethic

Self-starter capable of validating and improving upon past management experience

Knowledge of business and community development best practices; historic preservation knowledge desired

High-degree of professional acumen, including strong customer service and communicative skills

Commitment to improving the community by working with businesses, volunteers, Lee County Board, City Council and Mayor's office, non-profits, and community stakeholders

Valid driver's license

Ability to lift 25lbs.

### EDUCATION AND EXPERIENCE

Bachelor's degree preferred with relevant work experience in areas of business administration, economics, planning, marketing, and/or communications

3-5 years of experience in community, business, and/or economic development strongly desired

### JOB DUTIES

The duties listed below are illustrative of the types of work to be performed; other duties will be assigned as necessary.

Plans, organizes, directs, and controls Dixon Chamber of Commerce/Main Street services

Develops and promotes products for members and sponsors

Responds to the needs of its members and sponsors within available and agreed upon financial resources

Provides oversight and coordination of Dixon marketing, tourism, event planning, and business development while carrying out organization objectives and financial goals

Works with the Board of Directors and committees to define goals, objectives, and work plans

Oversees all programs and events of the organization

Supervises staff and other personnel, including independent contractors and interns

Manages the administrative aspects of the organization, which include record keeping, budget development and reconciliation, bills and purchasing, answering emails and phone calls, preparing meeting agendas and packets, managing websites and social media, and producing press releases and informational flyers

Builds strong and productive relationships with public agencies, non-profits, and other community groups

Works with local media to promote and cover special events

Determines and implements business trainings/seminars to members and staff

leads retention and revitalization efforts for Dixon businesses

Represents Dixon at the state and national level for the Chamber of Commerce/Main Street

Workswith local government entities and other agencies to maximize business opportunities and tourism

#### HOURS AND COMPENSATION

Starting salary: \$65,000 - depending on qualifications. Compensation based on 80 hours bi-weekly. Flexible schedule with evening meetings and extended or weekend hours for special events. Exempt position.

#### SKILLS AND KNOWLEDGE

Public speaking and presentations skills

Strategic planning

Financial competence

MS Office proficiency

Grant writing/management

Supervisory skills

Project management skills from project initiation to execution and assessment

Track record of relationship development

Ability to work both independently and on diverse and dynamic teams

Please mail a cover letter and resume to:

Robin Canode

C/O Dixon Chamber of Commerce & Main Street, Inc.

87 South Hennepin Ave,

Dixon, IL 61021

Or call 815.284.3361 for more information.