



(507) 373-3938
132 North Broadway • Albert Lea, MN 56007

Executive Director – Position Description

Position: Executive Director (Full-time, Exempt)

Reports To: Board of Directors

Supervises: Chamber Staff and Volunteers as applicable

Annual Compensation Range: \$62,000-\$67,000, Performance Incentives, Benefits Package

Primary Objective:

The Executive Director provides visionary leadership and operational oversight for the Albert Lea-Freeborn County Chamber of Commerce. This role is responsible for advancing the mission of the Chamber by promoting a healthy business climate, supporting membership growth and engagement, fostering community partnerships, and advocating for business interests across Freeborn County. The Executive Director works collaboratively with the Board of Directors, Chamber members, staff, and strategic partners to ensure organizational success.

Key Responsibilities:

Leadership and Strategic Planning:

- Serve as the primary liaison between the Chamber's Board of Directors, members, staff, and the community.
- Act as a consultant to the Board in the development and execution of strategic initiatives and organizational goals.
- Provide regular reports and updates to the Board of Directors on Chamber activities, finances, membership, and community impact.
- Foster collaboration with economic development partners, local governments, and other key organizations.

Membership Engagement and Development:

- Lead member recruitment, retention, and engagement efforts through outreach, visits, events, and communications.
- Promote the value of Chamber membership and ensure the delivery of meaningful member services and benefits.
- Actively listen to member needs and provide advocacy on issues that affect the local business community.

Advocacy and Government Relations:

- Monitor legislative issues and economic trends that impact area businesses.
- Recommend policy positions to the Board and represent the Chamber's interests at local, state, and national levels.
- Build and maintain effective relationships with elected officials and government agencies.

Marketing, Communications, and Public Relations:

- Develop and implement a marketing and communications plan to support the Chamber's mission and increase visibility.

- Oversee content creation and messaging for newsletters, social media, website, and other communications.
- Serve as the spokesperson for the Chamber, ensuring a consistent and positive public image.
- Cultivate strong media partnerships to promote Chamber programs, services, and business success stories.

Program and Event Management:

- Plan, coordinate, and evaluate Chamber programs, events, and initiatives including:
 - Annual Chamber Meeting
 - 3rd of July Parade and 4th of July Fireworks
 - Ambassador Golf Outing
 - Livestock Auction at the Freeborn County Fair
 - 3rd Grade Farm Tours
 - Business After Hours
 - Leadership Program
- Support volunteer committees and ensure effective coordination of committee work aligned with Chamber objectives.

Financial Oversight:

- Develop and manage the Chamber's annual budget in alignment with strategic priorities.
- Ensure sound fiscal management and compliance with established financial policies and procedures.
- Provide regular financial reports to the Board of Directors.
- Oversee fundraising activities and sponsorship development to support Chamber programs and operations.
- Identify funding opportunities, prepare and submit grant applications, and provide oversight for grant-funded projects, including compliance, reporting, and stewardship of awarded funds.

Office and Human Resource Management:

- Provide leadership, supervision, and support to Chamber staff and volunteers.
- Ensure that day-to-day office operations are efficient and aligned with member and organizational needs.
- Foster a positive, team-oriented work environment that encourages creativity and accountability.

Qualifications:

- Bachelor's degree in Business Administration, Marketing, Communications, or related field (5-10 years equivalent experience will be considered)
- Minimum of 2 years of leadership or management experience in nonprofit organizations (Chamber of Commerce, membership services, or trade associations preferred)
- Demonstrated knowledge of business operations, economic development, and community relations.
- Strong interpersonal skills with the ability to communicate effectively and build relationships across diverse audiences.
- Experience in budgeting, financial management, personnel management, and fundraising.
- Proficient in standard office software (including email, word processing, spreadsheets, and presentation tools)
- Experience with graphic design and content creation software (e.g., Canva or similar platforms)

- Comfortable navigating virtual meeting technologies (e.g., Zoom, Microsoft Teams, Google Meet, or similar platforms)
 - Knowledge of or ability to learn website content management systems and social media scheduling tools
 - Ability to work independently, prioritize tasks, and manage multiple projects effectively.
 - Commitment to maintaining a visible, active presence in the community and at Chamber-related events.
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Working Conditions:

- Full-time position with a flexible schedule to accommodate events, meetings, and community engagement, including some evenings and weekends.
 - Must possess and maintain a valid driver's license and reliable transportation.
 - Ability to lift and carry up to 50 lbs. on occasion as required for event setup.
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Equal Opportunity Employer:

The Albert Lea-Freeborn County Chamber of Commerce is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and members.

CHAMBER MISSION:

*Promote and develop a healthy and positive business climate
to improve the quality of life in the Albert Lea-Freeborn County Area.*