

### City Summary: *The Good Life by the Lake*

**Voted Best MN Town** – In Bemidji, you can strike the perfect work-life balance. Our community has all the regional center amenities to support your business and workforce, while maintaining the small-town beauty and character that make this place “home.”

Make no mistake, Bemidji isn't a sleepy, rural, up north tourist town. The region has one of the state's fastest growing and most vibrant economies. What sets Bemidji apart?

- How about **gigabit broadband region-wide** through one of the most advanced all-fiber networks in the nation?
- Or our **two flights daily** to and from Minneapolis, providing convenient connections to the world?
- Perhaps it's the over **1,000 talented graduates** entering the workforce each year?
- Or maybe it's the vibrancy of our downtown, fueled by an **emerging young entrepreneur community**?
- Or a **growing health care system** in Sanford Health that both a Heart and Vascular Care Center and a new “Joe Lueken Cancer Care Center.”
- Or is it the **Sanford Regional Events Center**, which hosts Bemidji State University's Division I hockey program and concerts such as Blake Shelton, Luke Bryan, Wynonna Judd and Jake Owen.

Come see Minnesota's emerging regional center for yourself. We'd love to have you here!

### Chamber Overview

As a Chamber, we are committed to responsible financial management. This includes, but is not limited to:

- Protecting the assets of the Chamber;
- Maintaining accurate records of the Chamber's financial activities;
- Providing a framework of operating standards and behavior expectations; and,
- Ensuring compliance with all federal, state, and local legal and reporting requirements.

**Our Mission is: *To serve our members and advocate for our business community.***

The greater Bemidji Area is a strong regional hub offering the best in education, health care and lifestyle. The Bemidji Area Chamber of Commerce is proud of the region's vitality and continues to strive, prosper and grow.

The Chamber's core purpose is to *advocate for the business community* by providing leadership, communication and act as a referral resource. Your Connection. Your Voice. Your Success.

Governed by a board of directors, the Chamber is comprised of a number of volunteer councils and committees that are guided by the program of work. There are many partnerships and collaborations that the Chamber has created over the years. Unity and working together has become a strategy the board feels strongly about.

The Chamber is also responsible for the operation of the year-round Tourist Information Center, a State of Minnesota Travel Affiliate. Its offices and Information Centers are located in Downtown Bemidji on the waterfront and adjacent to the statues of Paul Bunyan and Babe the Blue Ox.

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The Bemidji Area Chamber of Commerce is an equal opportunity employer (EOE).

### Roles of Chamber Executive Director, Assistant Director and Board of Directors

The Executive Director is in charge and accountable for the entire operation of the Chamber and Tourist Information Center. It is the Executive Director's job to formulate the strategy for the Chamber and implement the strategy with the help of the Assistant Director.

When formulating strategy, the Executive Director seeks the *maximum* amount of advice from the board. This happens in three steps: (1) at the start of the strategic planning process, the Executive Director seeks the board's input on the challenges that the board believes the strategy should address; (2) in the middle of the process, the Executive Director comes back to the board with strategy possibilities (e.g. alternative approaches to deal with the challenges laid out in the first step of the process); (3) The Executive Director comes to the board and presents the fully developed desired strategy choice.

The board exists to provide advice and guidance to the staff of the Chamber.

### Position Overview

The full-time **Executive Director** is responsible for the leadership of all operations as well as the development and implementation of all policies, goals and other activities of the Bemidji Area Chamber of Commerce under the direction of the Board of Directors. The Executive Director makes decisions consistent with our mission "**To serve our members and advocate for our business community,**" is responsible for financial management of the Chamber, and consistently demonstrates exceptional communication and relationship building skills. The Executive Director is the chief supervisor of all assigned staff and is responsible for personnel activity including the interviewing, recommendation for hiring, employee training, the planning and assigning and directing of all employment activity, work performance evaluations, conduct appraisal and reward as well as the administration of discipline and the answering of all workplace complaints and resolution of problems.

### Key Responsibilities

#### Organizational, Operations and Financial Management

- Work with the Board of Directors to ensure all Chamber operations are conducted in a safe, efficient and professional manner to execute Plan of Work set forth by the Board through programs and goals
- Administrate Finance/Executive Committee and develop draft budgets for Board review and approval
- Assist in maintaining the financial stability of the Chamber through proper accounting practices and timely collection of membership dues.
- Review financial statements with Board regularly, including comparison to budget and prior year while ensuring sound financial management practices
- Assist in researching and executing new revenue streams for the Chamber
- Assist in marketing and public relations duties and maintaining a vibrant and informative website and social media presence
- Be responsible for staff management, hiring, training, review and development
- Update and maintain operational documents such as ByLaws, personnel policies, etc.
- Oversee office management including equipment, supplies and staff scheduling

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- Ensure organizational structure as functional
- Serve as a communication hub that links all Chamber business councils, committees and programs
- Produce, oversee and/or assist with various events, including, but not limited to Business After Hours, Ribbon Cuttings, Luncheons, Dragon Boat Races, Bemidji Day at the Capital, Awards of Excellence, etc. (Additional events may be added)
- Work with CPA to conduct annual audit or review
- Compose, type and edit correspondence and posts/replies, reports, newsletters, flyers and other material with integrity while using professional judgement as to content, accuracy, and completeness. Ensures all communication and correspondence is consistent with the mission of the Chamber

**Membership Development**

- Be responsible for growth objectives
- Ensure strong member retention through assisting existing members with growth and sponsorship opportunities, education & programming
- Recruit new members (membership sales) and foster relationships to grow the Chamber base with the support of the Assistant Director
- Meet with and maintain positive relationships with members
- Produce, oversee and/or assist with various programming, including, but not limited to Young Professionals Network (YPN), HR Connections, CEO in the Classroom, Professional Development Luncheons, GrowMN/GrowBemidji!. (Additional programs may be added)
- Negotiate with outside producers, suppliers, and vendors for events and programming

**Business Advocacy**

- Solicit, develop and coordinate grassroots action on business issues
- Identify and educate members on key issues that affect their businesses
- Advocate for our business community
- Communicate actions to local media channels
- Serve as the key contact with local and regional officials

**Volunteerism and Community Relations**

- Build trust and loyalty with members
- Represent the Chamber of Commerce at various community events, meetings, and special appearances while maintaining the highest level of professionalism.
- Provide support for volunteer ideas and initiatives in alignment with the Chamber mission
- Maintains a strong positive relationship with members of the Bemidji Alliance
- Motivate members to get involved and take on leadership positions within the Chamber
- Ensure volunteers receive top-notch training and support to carry out their role
- Strive to develop a better public understanding of the Chamber and its purpose
- Stay connected with other organizations that have common goals for the community
- Serve as a liaison to community groups when appropriate as deemed by the Board

## Requirements

- Must be willing to work a flexible non-traditional schedule that may include some nights, weekends, and holidays
- Requires some travel both locally and out of town
- Requires sufficient physical capacity to service indoor and outdoor events and activities including ability to lift 35 pounds
- Bachelor's Degree or equivalent professional experience required; preferred certifications include: Certified Chamber Executive (CCE) and Certified Economic Developer (CEcD)
- Chamber of commerce, non-profit or association executive experience preferred
- Experience in budgeting, P&L management
- Special-event production, planning, budgeting, and sales and marketing experience
- Possess skills in attracting and leading volunteers
- Excellent ability to organize and coordinate tasks
- Outstanding written and verbal communication skills
- Successful management of multiple tasks and duties simultaneously while responding to organization needs in a prompt and timely fashion is essential
- Leadership experience and office management in a team environment with the ability to motivate and manage staff
- Experience in negotiations and interaction with government and group entities
- Ensures excellent quality and professional service and communication in-person, telephone/Skype, email communications, social media, and through direct mail to membership, local citizens, businesses and visitors
- Ability to interact with members, the public and colleagues in a tactful and pleasant manner including in stressful situations
- Excellent skills in gathering and presenting information and data
- Great attention to detail
- Proficient in MS office and knowledge of modern office practices and procedures
- Confidentiality and trustworthiness
- Capable of maintaining sensitive and confidential information
- Committed to one's ongoing professional development
- Possesses knowledge of and embraces the community of Bemidji and the chamber industry

## Leadership Attributes

- Relationship oriented
- Results oriented
- Credible
- Organized
- Resourceful
- Strategic thinking
- Politically Astute
- Creative
- An advocate

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### Compensation and Benefits

- Salary is commensurate with experience
- Health insurance stipend
- Paid holidays (e.g. New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day following Thanksgiving, Christmas Eve Day, Christmas Day and New Year's Eve Day)
- Vacation/PTO
- Rotary membership
- Business travel, i.e. mileage, will be reimbursed at the IRS published rate
- All business-related expenses will be reimbursed
- Up to a 3% match for retirement, based on profitability

**Applications will be accepted until the position fills. Please submit a Cover Letter, Resume, and Professional References through one of the following:**

- a. Bemidji Area Chamber of Commerce  
C/O: Erin Echternach  
P.O. Box 850  
Bemidji, MN 56619
- b. Email [Erin@bemidji.org](mailto:Erin@bemidji.org) place this in the subject line of your email: *Bemidji Chamber Executive Director Position*
- c. Further Chamber information is available at <https://www.bemidji.org/>
- d. Further community information is available at <https://www.greaterbemidji.com/> and <https://www.bemidji-truenorth.org/>