

# EXECUTIVE DIRECTOR Job Description

Plexus Chamber of Commerce is seeking a full-time leader whose responsibility will be to manage and direct the Chamber. The Executive Director will foster and maintain strong business relationships with peer organizations, members, corporate partners and the community as a whole to advance the mission of the organization.

The ideal candidate will have exhibited the following competencies:

- Experience and ability to represent a minority demographic with an emphasis on diversity and inclusion in all aspects of business.
- Demonstrated senior leadership in a comparable organization, overseeing staff or contract-based professional service providers, and working in close collaboration with a Board of Directors.
- Ability to build value for members, designing and implementing roadways to maintain and grow membership.
- Ability to develop and manage a balanced annual budget, aligned to the strategic goals of the organization while ensuring transparency.
- Experience in revenue generation, revenue source expansion, and leading financially successful events and programs.
- Ability to execute responsibilities confidently, guide operations towards fulfilling the strategic goals of the organization, and report results on a regular basis to the board.
- Demonstrated maturity and good judgment in relating to peers, partners, and other stakeholders.

#### **Other responsibilities:**

- Act as the primary spokesperson for the organization
- Develop education and programming to build awareness and understanding of issues impacting the LGBTQ business market
- Assure effective and profitable operation of the organization
- Assure sound business practices are established and utilized
- Lead other key initiatives as needed

#### **Other qualifications:**

- Bachelor's degree or equivalent work experience
- Excellent interpersonal, organizational, and communication skills
- Full competencies in Microsoft Word, Excel, and Outlook
- Proficient in use of the Internet, web-based tools and online resources

#### **To Apply**

Email your resume and cover letter to [President@ThinkPlexus.org](mailto:President@ThinkPlexus.org) with salary expectations.

Plexus is an equal opportunity employer and welcomes diversity in our employees. We do not discriminate and will take measures to ensure against discrimination in employment, recruitment, compensation, termination, promotions, and other conditions for any employee or job applicant on the basis of race, color, national or ethnic origin, ancestry, gender, age, religion, creed, disability, military or veteran's status, sexual orientation, gender identity or gender expression.

*Plexus is the only LGBT-focused business organization in Northeast Ohio, allowing for connections and opportunities unlike those at any other professional group. Plexus:*

- *Acts as a resource to connect business professionals*
- *Provides programs and services to build skills, competency, and awareness*
- *Advocates for economic equity and workplace diversity and inclusion*
- *Expands the economic interests of LGBTQ and allied businesses*

 /PlexusLGBT

 @ThinkPlexus

 Plexus: LGBT Chamber

 [info@thinkplexus.org](mailto:info@thinkplexus.org)