

## **Job Description**

**Position:** Executive Director

**Employment Type:** Full-Time, In-Person, Salaried Position

**Schedule:** Includes some weekends, evenings, and early mornings

**Reports To:** Executive Committee and Board of Directors of the Ripon Area Chamber of Commerce

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## **Summary of Position**

The Executive Director is responsible for the overall operation of the Ripon Area Chamber of Commerce (RACC). This role involves executive leadership, program development and implementation, budget management, staff supervision, and community engagement. The Executive Director must effectively lead the organization in alignment with its mission and strategic objectives, fostering strong relationships with stakeholders such as government entities, businesses, and community organizations.

As a tourism entity, the Executive Director is expected to implement a strategic plan for promoting and advertising Ripon to those near and far. They are also responsible for planning and executing various Chamber-led events, working with volunteers and planning committees to ensure successful outcomes.

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## **Key Responsibilities**

### **Program Development, Implementation, and Budgets**

- Develop and execute strategic initiatives to advance the mission of the Chamber and Little White Schoolhouse (LWSH).
- Lead and inspire staff and volunteers to achieve the Chamber's goals and objectives.
- Provide regular reports to the Board of Directors on program performance and strategic milestones.
- Formulate and manage the budgets for the Chamber and LWSH, ensuring financial policies are followed.
- Drive sponsorship and membership growth, nurturing relationships with stakeholders.
- Monitor and evaluate programs and services to ensure operational efficiency and alignment with financial goals.
- Recommend and execute fundraising strategies with Board approval.
- Implement strategic plans for promoting and advertising Ripon as a tourism destination.
- Plan and execute Chamber-led events in collaboration with volunteers and planning committees.

### **Staffing**

- Provide leadership that promotes teamwork, creativity, and professional growth.
- Oversee hiring, training, and supervision of Chamber and LWSH personnel.
- Ensure adherence to personnel policies and maintain accurate employee records.
- Conduct bi-annual performance evaluations for direct reports.

### **Administration**

- Coordinate resources effectively to support Chamber and LWSH operations.

- Ensure compliance with Board policies, financial reporting, and business registration requirements.
  - Maintain effective communication within the organization and with external stakeholders.
  - Establish and sustain relationships with community leaders, public officials, and partner organizations.
  - Ensure facilities and equipment are well-maintained to represent the Chamber professionally.
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### **Mission, Vision, and Values**

**Mission:** As the Ripon Area Chamber of Commerce, we empower local businesses, celebrate our unique history, support members' success, and enrich Ripon's economic and social landscape for both residents and visitors.

**Vision:** Our aim is to be the indispensable resource for Ripon, Wisconsin, dedicated to cultivating a strong economy and prosperous community.

#### **Values:**

- Honesty
  - Authenticity
  - Committed to Community
  - Growth Focused
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### **Qualifications & Skills**

#### **Required:**

- Bachelor's degree in a relevant field or equivalent professional experience.
- Minimum of five years of leadership experience in a business or nonprofit setting.
- Professional demeanor, appropriate appearance, and strong interpersonal skills.

#### **Preferred:**

- Experience in fundraising, program management, and financial oversight.
  - Strong public speaking and presentation skills.
  - Ability to engage with government and community organizations to achieve strategic goals.
  - Proven experience in leading and managing change within an organization.
  - Proficiency in modern communication technologies and social media platforms.
  - Strong organizational and time management skills.
  - Ability to work well under pressure and meet deadlines.
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### **Physical Demands & Working Conditions**

- Must be able to walk, sit, stand, and drive for extended periods.
- Travel to off-site locations may be required.
- Professional business attire required while representing the Chamber.

- Office-based work environment with occasional high-stress situations and extended hours.
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### **Additional Requirements**

- Final candidates must consent to background and reference checks.
  - The Ripon Area Chamber of Commerce is an equal-opportunity employer, committed to diversity and inclusion.
  - Responsibilities outlined in this description may evolve as organizational needs develop.
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### **Application Process**

If interested, please submit a cover letter and resume to [info@ripon-wi.com](mailto:info@ripon-wi.com).