

PRESS RELEASE

Sequim-Dungeness Valley Chamber of Commerce
P.O. Box 907
Sequim, WA 98382
Phone: (360) 683-6197
Fax: (360) 683-6349

August 24th, 2018

Contacts: Shenna Younger, President – president@sequimchamber.com
Brian Jackson, President elect – presidentelect@sequimchamber.com
Shelli Robb-Kahler, Executive Director – shelli@sequimchamber.com

The Sequim-Dungeness Valley Chamber of Commerce Board of Directors has initiated the recruitment for an Executive Director to fill the position to be vacated by the current Executive Director, Shelli Robb-Kahler, who recently announced her resignation to accept a management position with Sound Community Bank.

Application packets are now available by contacting the Chamber of Commerce via email at shelli@sequimchamber.com or by calling 360-683-6197. Application information and materials are also available on the Chamber's website www.sequimchamber.com.

The Chamber Executive Committee will accept applications until the position is filled. Those applicants selected for interviews will be contacted accordingly.

Phone number: 360-683-6197
Email: shelli@sequimchamber.com
www.SequimChamber.com



**Sequim- Dungeness Valley Chamber of Commerce
Sequim, Washington 98382
Executive Director Recruitment Announcement
August 24th, 2018
Recruitment open until filled**

Position Available: Executive Director

Recruitment Milestones:

The Sequim-Dungeness Valley Chamber of Commerce Board of Directors has initiated the recruitment for an Executive Director to fill the position vacated by current Executive Director Shelli Robb-Kahler, who recently announced her resignation to accept a management position with Sound Community Bank.

The Chamber Executive Committee will accept applications until the position is filled. Those applicants selected for interview will be contacted accordingly. Please note for all out-of-area applicants: All travel and moving costs will be the sole responsibility of the applicants.

Summary of Position:

The Executive Director ensures the effective operation of the Sequim-Dungeness Valley Chamber of Commerce. The position is responsible for the coordination of all organizational activities of the Chamber including programs, membership, board development, fundraising, Visitor Information Center, employment, training and supervision of staff and volunteers. Directs all planning to carry out Chamber objectives and implement Chamber policies.

Salary: \$45,000 to \$60,000 based on experience

Medical insurance reimbursement: not to exceed \$600 per month

Job Description: Please refer to the attached Executive Director job description for a summary of position duties and desirable qualifications.

Position Preferred Abilities:

- Nonprofit organization knowledge.
- Understanding of North Olympic Peninsula business climate and opportunities.

Chamber contact information: The current Executive Director may be contacted via shelli@sequimchamber.com or by calling 360-683-6197.

Please note: Pre-employment will include a Washington State Patrol, FBI and sexual misconduct clearance.

Send Resume and completed Chamber Employment Application to:

Sequim-Dungeness Valley Chamber of Commerce
Attn: Selection Committee
P.O. Box 907
Sequim, Washington 98382

The Sequim Dungeness Valley Chamber of Commerce is an Equal Employment Opportunity employer and abides by all state and national laws that are the basis for the EEO policy.

**Sequim-Dungeness Valley Chamber of Commerce
Sequim, Washington**

EXECUTIVE DIRECTOR JOB DESCRIPTION

Rate of pay:	\$45,000 to 60,000 annual salary
Health Benefits:	Reimbursement for medical insurance for employee only. Up to \$600 a month or actual cost (whichever is less)
Vacation:	Two-weeks annually. (Not accessible during the first six months of employment without prior approval by Board President)
Sick Days:	.025 hours of sick pay accrued for each hour worked per year, as per Washington State law
Mileage Reimbursement:	Only for Chamber required activities as determined by the Board and within approved budget.
Position Requirements:	A bachelor's degree in Business, Marketing, or Communications with 2 years of appropriate business-related experience, or 6 years full-time business-related work experience.

Chamber Purpose: The Sequim Dungeness Valley Chamber of Commerce is organized to protect and promote business and the professional and civil welfare of the people residing in Sequim and the Dungeness Valley area, also to collaborate with other organizations on the Olympic Peninsula.

Chamber Mission: The Sequim Dungeness Valley Chamber of Commerce is to advance and promote business by providing a forum to address issues and to unite and support our membership and community through programs, events and services.

Summary of Position: The Executive Director will work closely with the Sequim-Dungeness Valley Chamber of Commerce Board of Directors to promote the Chamber's Vision and Mission and their commitment to the growth of member businesses. The Executive Director will be responsive to the changing needs of the community by encouraging a strong business climate that will benefit all citizens. The Executive Director will be held responsible for promoting membership, actively participating in, and influencing volunteers of all committees, leading and implementing the Chamber's Annual Business Plan, and managing support and volunteer staff and operation budgets. The Executive Director will serve as a leader in the community and will play a key role in communicating the Chamber's image and direction for the future. The Executive Director will work to maintain effective and professional relationships with members of local and state government as well as other agencies.

The Chamber's area of coverage is defined as within the Sequim School District boundaries.

Duties (The following duties are representational and may be adjusted with Chamber Board and Executive Director needs.)

Chamber Office and Staff:

- o Oversee the day-to-day operations of the Chamber and the Visitor Information Center.
- o Oversee the training, recruitment, retention, release and recognition of volunteers.
- o Establish administrative policies and procedures for Chamber and Visitor Information Center functions.
- o Fulfill responsibilities assigned to the Executive Director as outlined in the Chamber by-laws.

Financial:

- o Maintain and report the Chamber's fiscal position to the Board each month in partnership with the Board Treasurer.
- o Identify and develop revenue generation programs and events.

Membership and Marketing:

- o Manage and implement membership and marketing efforts.
- o Participate in membership and sponsorship opportunities.
- o Actively participate in the Chamber's community and economic development relations efforts by maintaining strong relationships with community organizations and partner entities.

Chamber Board:

- o Develop goals and objectives for recommendation to the Board.
- o Direct and implement the annual and long-term planning process.
- o Prepare collateral for Board meetings in cooperation with the Executive committee.
- o Provide concise, monthly reports to the Board along with recommendations as needed.
- o Provide Staff support to committee efforts within reasonable staff resources.
- o Assist in filling vacant Board positions.
- o Research and write Chamber policies as directed by Board in conjunction with Governance committee

Community and Government:

- o Serve as the principal spokesperson and ambassador for the Chamber.
- o Represent the Chamber at business and community ribbon cuttings, grand openings, events, meetings, etc.
- o Work with tourism, agricultural, retail and service business related needs as defined by Board.

Performance Measurement – Annual

- o Periodic Performance Evaluations: Initial performance evaluation after six (6) months, or sooner, as determined by the Chamber Board President; Annual performance evaluations thereafter, or more frequent as determined by the Chamber President.
- o Attainment of annual objectives and goals developed with the Board at the annual Board retreat.
- o Accountability in maintaining financial stability and overall financial performance.
- o Attraction and retention of members; growth in membership.

Meetings

- Attend as an active participant or send a representative to the following meetings:
- Board of Directors meetings- (second Thursday)
- Board Executive Meeting - (first Tuesday)
- Sequim Lodging Tax Advisory Committee – (quarterly, voting position)
- Olympic Peninsula Tourism Commission – (monthly, non-voting position)
- City Council meetings– (2nd & 4th Mondays attend as needed or required by Board; when Chamber or business-related subjects are on agenda)
- Chamber Lunches - (2 a month)
- Chamber After Hours - (monthly)
- Chamber functions such as Citizen of the Year, Business Showcase, festivals and special events
- Chamber committee meetings - (Irrigation Festival, Ambassador meetings, Shiso Sister City, and Membership, etc.) and other meetings as deemed appropriate by the Board

Authority

- To hire, set compensation within budget parameters, establish terms of employment, direct employee's activities, and terminate employees and volunteers of the Chamber.
- Models beliefs/values of the Chamber and business
- To execute Board approved contracts on behalf of the Chamber.
- To give voice to Chamber issues in the public arena.

Position Expectations:

- Visioning and planning skills.
- Ability to express and exchange ideas by spoken word in an accurate and audible manner.
- The ability to communicate information correctly and effectively in written form to membership, community and the Chamber Board of Directors.
- Reliable transportation to attend functions and events.
- Full-time, flexible work week to accommodate evening or weekend participation in Chamber functions.
- Basic office skills including Internet, Word, Excel, Outlook and Power Point; Social Media awareness.
- Job requires frequent standing, walking, sitting and lifting up to 30 lbs. Must be able to speak, hear and see with reasonable accommodations. Must be able to work efficiently while experiencing frequent interruptions and schedule changes.
- Required to deal with a wide range of situations, behaviors, and information.
- To be pro-active with County, City, Civic and Tribal organizations

The Sequim Dungeness Valley Chamber of Commerce is an Equal Employment Opportunity employer and abides by all state and national laws that are the basis for the EEO policy.



Employment Application
 Sequim-Dungeness Valley Chamber of Commerce
 P.O. Box 907
 1192 E. Washington Street
 Sequim, Washington 98382
 (360) 683-6197

Position: **Executive Director**

Date: _____

(Please print legibly)

Name:	Last	First	Middle Initial	Other names known by:
Address:	Street	City	State	Zip
Phone:	Alternate Phone:			How long:
E Mail address:				

Have you ever been convicted of a felony or any other criminal offense?
 Yes ____ No ____ If yes, please explain:

Where did you hear about this position?	Date available:
Days available:	Hours available:
Available weekends:	Evenings:

Briefly tell us why you think you would be a qualified applicant for the job:

Are you a former employee?	If yes, dates:
List any family or friends who have worked for the Chamber:	
If hired, you will be required to provide proof of your legal right to work in the U.S. within the first three days of employment.	

EDUCATION

High School:	City & State:	Graduated/Degree:
College/University:		
Other:		

SKILLS

Computer Skills: Word _____ Excel _____ PowerPoint _____ Publisher _____ Word Press _____ Outlook _____ Calculator/10 key _____ Constant Contact _____ Social Media _____																								
Other skills: (Please list)																								
Have you ever been refused a fidelity bond? Yes _____ No _____ If yes, please explain:																								
Please provide references other than relatives or former employers:																								
<table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Address</th> <th style="text-align: left;">City</th> <th style="text-align: left;">Occupation</th> <th style="text-align: left;">Phone number</th> <th style="text-align: left;">E-mail address</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name	Address	City	Occupation	Phone number	E-mail address	1.						2.						3.					
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1.																								
2.																								
3.																								

WORK HISTORY

List most recent employer first - include military service and periods of unemployment.

Company:	Supervisor:	May we contact: Yes _____ No _____
Address:	City, State, Zip:	Phone:
Length of employment: From: _____ To: _____	Job Title:	Did you supervise anyone? Yes __No__ If yes, how many?
Responsibilities:		
Reason for leaving:		Voluntary: Y N Last wage/salary:

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Sequim Chamber of Commerce is an equal opportunity employer where an applicant's qualifications are considered without regard to race, color, religion, sex, national origin, age, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or any other basis prohibited by law.

Applicants: Please read carefully before signing:

I certify that the information on this application is true and correct; I understand that a thorough investigation of my work history may be made and all information I have provided on this application may be verified. I authorize such an investigation and I release from liability any person giving or receiving of such information. I understand that falsification or misleading information discovered as a result of this investigation may prevent my being hired or, if hired, may subject me to disciplinary action up to and including termination.

In the event I am employed, I understand that customer/members' names and transactions are to be held in strict confidence, and I agree that I will not, during or after my term of employment, disclose any of the company's trade secrets or confidential information.

I understand that background checks may be conducted. If any adverse action is required based on the report, I understand I will be provided with the contact information of the consumer reporting agency, and be given a reasonable opportunity to respond to any information in the report that I dispute.

I understand this application is not a contract of employment and that either party may, with or without notice, voluntarily terminate my employment. Any verbal statements or promises by the employer or its agents to the contrary are hereby expressly disavowed and may not be relied upon by any employee.

APPLICANT'S SIGNATURE: _____ DATE: _____