



Reports to: Board of Directors

The Executive Director is responsible for the management of all Chamber operations and carrying out the mission of the organization according to the strategic direction of the Board of Directors.

Roles and Responsibilities:

- Collaborate with the Board of Directors to identify, create, and implement strategic plans to actualize annual budget and objectives.
- Develop and maintain partnerships and engagement with stakeholders and other relevant parties.
- Identify sources of revenue and organize fundraising efforts.
 - Research and write grant applications.
 - Actively promote membership development and retention
 - Actively seek out sponsorship opportunities
- Management of all Financial aspects of the organization.
- Staff Management and Development: Identify, recruit, train, and develop a talented team of employees.
- Event Planning and on-site management.
- Participant and Attendee Engagement: Represent the organization at events and with media to strengthen the brand and communicate the organization's message.
- Monitor organizational operations and ensure employees and business practices comply with regulatory and legal requirements.
- Develop the organizational culture and promote transparency and collaboration throughout the organization.
- Identify potential risks and opportunities within the organization to protect business interests.
- Attendance at Chamber Meetings specific to Job Duties (ex: Finance and Personnel).

Qualifications / Skills Requirements

- Excellent written and verbal communication skills.
- Strong organizational and leadership skills.
- Strong strategic thinking and analytical skills.
- Excellent understanding of finance-related performance standards.
- Understanding of business and marketing concepts.
- Outgoing personality with strong interpersonal and social abilities.

Education and Experience Requirements:

- Bachelors in related field of study (or equivalent training and experience).
- 5 years of experience in business management or related field.
- Previous marketing or business development experience preferred.