**Executive Director**

**Beaver County Chamber of Commerce**

The Beaver County Chamber of Commerce is currently seeking applications from qualified candidates for the position of Executive Director.

Through its office in Beaver, Pennsylvania, the Beaver County Chamber of Commerce is the leading advocate for business, economic and community development in Beaver County. The organization’s vision is to make Beaver County a premier place to live, play and work.

***Position Description***

The Executive Director is the key management leader of the Beaver County Chamber of Commerce. The position reports directly to the Board of Directors. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, community outreach and public affairs.

***Responsibilities***

*Board Governance –*

* Works and coordinates with the Board of Directors to fulfill the organization’s mission and strategic plan.
* Responsible for communicating effectively with the Board and providing, in a timely manner, all reports and information required to enable the Board to make informed decisions.

*Financial Affairs –*

* Be responsible for developing and maintaining sound financial practices.
* Work with the staff, Finance Committee, and the board in preparing a budget; see that the organization operates within budget guidelines.
* Ensure that adequate funds are available to permit the organization to carry out its work.
* Conduct official correspondence of the organization, and jointly, with designated officers and other board-authorized personnel execute legal documents, including financial instruments such as checks, drafts, transfers, deposits and debit/credit issues.
* Coordinate with the organization’s Certified Public Accountants to assure timely and accurate audits of financials.
* Coordinate with staff on fundraising and programed events to assure that sufficient revenues are available to achieve the organizations mission and strategy.

*Leadership and Management –*

* Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
* Actively engage and energize member volunteers, board members, event committees, public constituents, partnering organizations, and funders.
* Represent the Beaver County Chamber’s interests and collaborate with the Beaver County Partnership for Community and Economic Growth.
* Develop, maintain, and support a strong Board of Directors; serve as ex-officio of each committee; seek and build board involvement.
* Lead, coach, develop, and retain a well-engaged staff. Conduct performance reviews of subordinate personnel.
* Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand.
* Use external presence and relationships to garner new opportunities.

*Organizational Operations –*

* Effectively administer and manage day-to-day operations of the Chamber.
* Responsible for the hiring and retention of competent, qualified staff.
* Along with the Board Secretary, execute all notes, agreements, and other instruments made and entered into and on behalf of the organization.

**Qualifications**

* A Bachelor’s degree in public policy, business, economic development or corporate relations with at least five years’ experience. Candidates should have a track record of effectively leading a performance- and outcomes-based organization and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth.
* Unwavering commitment to quality programs and data-driven program evaluation.
* Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
* Past success working with a Board of Directors with the ability to cultivate existing board member relationships.
* Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
* Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
* Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
* Ability to work effectively in collaboration with diverse groups of people.

If you have an interest in this position, please email a resume and salary requirements to: [cjsylakjr@gmail.com](mailto:cjsylakjr@gmail.com). For additional information concerning the Beaver County Chamber of Commerce, please visit our website at www.bcchamber.com