

## **Mon Yough Area Chamber of Commerce Executive Director**

The Mon Yough Area Chamber of Commerce is looking for an energetic and motivated individual to serve as the Executive Director. The ideal candidate will be a self-starter willing to take the initiative to promote and grow the Chamber, as well as the communities it serves.

### **Duties and Expectations:**

- Assist with the officers and Board of Directors to plan and execute all Chamber programs and initiatives
- Serve as the spokesperson and ambassador of the Chamber
- Oversee the day-to-day operations of the Chamber, including management of programs, staffing, membership, and marketing efforts
- Attend all board meetings
- Attend all Chamber events
- Identify Chamber and community needs
- Evaluate current programs and make recommendations for improvement to the board.
- Consistently meet and interact with current members to build and maintain relationships
- Help grow membership by meeting with community businesses and leaders to help promote the Chamber and develop relationships
- Prepare budgets, oversee funds, and provide regular financial reports to the Board of Directors
- Lead all Chamber fundraising strategies
- Maintain and manage the Chamber website and social media pages
- Organize and coordinate Chamber functions with assistance from different committees – these may include monthly education lunches, after-hours networking events, annual events, community events
- Keep an updated calendar of events for all community events
- Support and promote events within the Chamber communities
- Be accessible and visible throughout the community
- Interact with local officials
- Show initiative in pursuing the goals and objectives of the Chamber
- Be dependable and flexible in pursuing the goals of the Chamber

### **Professional Experience:**

- Minimum of 2-5 years of leadership and marketing experience, including oversight of staff and finances
- Previous Chamber management experience preferred
- Knowledge of local, regional, and state political systems as well as experience in developing relationships in those areas

This is a part-time position which will include some evenings and weekends. The Executive Director reports to the Board of Directors.

Hourly Rate \$18-\$20

Resumes should be sent to [rjohnson@adkl.org](mailto:rjohnson@adkl.org)