

Job Title: Director of the Chamber, Business, and Community Development

Reports To: Board of Directors

Position Summary:

The Director of the Chamber of Commerce serves as the chief executive and administrative officer responsible for overseeing all operations, programs, and initiatives of the Chamber. This role focuses on promoting local business growth, economic development, community engagement, and advocacy on behalf of the business community.

Key Responsibilities:

1. Leadership & Strategic Planning

- Develop and implement strategic plans aligned with the Chamber's mission and goals.
- Provide visionary leadership to staff, volunteers, and members.
- Serve as a liaison between the business community, local government, and community organizations.

2. Membership Development & Retention

- Lead efforts to attract and retain members through strong relationship management.
- Design and oversee member benefits, events, and programs that add value.
- Ensure consistent communication and engagement with the membership base.

3. Financial Management

- Prepare and manage the annual budget in collaboration with the Board.
- Oversee financial reporting, funding initiatives, sponsorships, and grant opportunities.
- Ensure the Chamber operates within approved budgets and maintains financial stability.

4. Marketing & Public Relations

- Promote the Chamber's mission, events, and initiatives through marketing and communications strategies.
- Represent the Chamber in the media and at community functions.
- Oversee the Chamber's website, newsletters, and social media presence.

5. Community & Economic Development

- Work with city/county officials and business leaders to foster economic growth and a positive business climate.
- Support workforce development, tourism, and business recruitment efforts.
- Advocate for policies that support local businesses.

6. Event Planning & Program Management

- Plan and execute events such as annual meetings, networking events, business expos, and awards banquets.
- Collaborate with committees to deliver effective and meaningful programming.

7. Governance & Board Relations

- Serve as the primary liaison to the Board of Directors.
 - Prepare meeting agendas, reports, and updates for the Board.
 - Provide guidance and recommendations to support sound governance practices.
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Qualifications:

- High School diploma, communications, public administration, or related field.
 - 3–5 years of experience in chamber, leadership, nonprofit management, or business development – preferred
 - Strong leadership, communication, and organizational skills.
 - Experience in budgeting, fundraising, and public relations.
 - Ability to work collaboratively with diverse stakeholders.
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Work Environment:

- **Full-time**, typically Monday–Friday, with occasional evening/weekend events.
 - Requires attendance at community meetings and public events.
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