

Vacancy

Executive Director, Full-Time

The Twin County Regional Chamber of Commerce is looking for a highly motivated innovator to build strategy and execute the details for our community's future. Someone who enjoys the challenge of listening and finding positive balance between chamber members, the community, volunteers, staff and the board of directors. Autonomy is a must in this position as we work together to find creative ways to invigorate the economic health of the areas we serve.

Sound like a place you could make a difference?

- This position has the overall responsibility for all programs, planning and operations of the Chamber which include:
Create, plan and execute several fundraising events throughout the year
- Maintain existing membership relationships, and grow new members, volunteers and staff
- Develop the operating plan (with Board approval) to include strategic priorities based on community needs.
- Prepare and execute an annual operating plan within 501(c)3 guidelines to meet the strategic objectives.
- Oversee annual budget, prepare and submit grant applications, and serve as the custodian of fiscal assets.

Professional Qualifications

The ideal candidate would currently serve as the top executive of a comparable organization, preferably a non-profit or for-profit business, with a proven track record of success.

- Our ideal candidate is required to possess the following: Bachelor's degree or equivalent
- Event planning experience
- Strong communication skills, both verbal and written
- Dynamic personality with ability to communicate at many varied levels

Inquiries please email cover letter and resume to chambercommerce2@gmail.com