The Edisto Chamber of Commerce is Hiring!

The Position:
The Executive Director is the principal officer of the Edisto Chamber of Commerce and will manage the overall operation of the Chamber under the general direction of the Board of Directors.

Major responsibilities include but are not limited to:

- Maintain membership to include recruitment, billing & database management
- Responsible for the finances of the Chamber which includes developing the budget
- Lead/prepare for Board meetings/the Annual Dinner & coordinate Board member elections
- Ensure appropriate insurance coverage is maintained
- Coordinate, promote and attend “After Hours” functions for membership
- Maintain website for promotion of Chamber members and tourism related events
- Maintain Social Media presence for promotion of Edisto
- Coordinate marketing of Edisto to promote tourism
- Coordinate ATAX funding/reimbursement process
- Gather, respond to and maintain leads obtained from off-season marketing
- Sponsor/manage Chamber Events and co-sponsor member events
- Develop and manage monthly newsletter
- Hire, develop and direct staff
- Develop sources of non-dues revenue
- Serve as liaison between the Board of Directors, Town of Edisto Beach and the community

Qualifications:
Bachelor’s degree or experience in related fields preferred. Preferably, leading candidates will have a minimum of 3+ years of demonstrated success in a leadership position but able to work independently as well in a small office environment. Command of office technology, quickly adaptable to learning new tech platforms, multi-tasking of multiple projects and relationship building abilities are all necessary skills.

Compensation will be determined in part by the candidate’s level of professional experience.

Interested candidates should provide the following required items:

1. Resume along with Cover Letter outlining interest in the position and three references.
2. Salary requirements.

Email materials to the Edisto Chamber Board of Directors Executive (Hiring) Committee: pbeck4485@gmail.com; juliegselinck@gmail.com; lhurley@atwoodvacations.com by Friday, March 27, 2020.

The Edisto Chamber of Commerce is a source of support to its membership by assisting and promoting the business interests of Edisto with an emphasis on tourism and responsible, environmentally conscious growth.