

SHOW LOW CHAMBER OF COMMERCE

Show Low, AZ

Released July 11, 2022



Position Description

Title: Executive Director

General Statement of Responsibility:

The Executive Director will be a professional manager that understands the elements of running a successful business including strategic planning, revenue production, budget and asset management, management of effective systems and processes, and clear reporting to various stakeholders, including the board of directors.

This is a rare opportunity to become the Director of the Show Low Chamber of Commerce, a dynamic and influential organization that is dedicated to promoting business, enhancing economic and community development and serves as a catalyst for improving the overall quality of life in the community.

Executive Director Job Responsibilities:

Our new Executive Director will be the “face” of the Chamber and will lead our strong support team, and foster positive relationships across all sectors of our community, including business, government, other non-profits, and the public.

This individual will work with our chamber members to maximize their membership and create value driven projects and programs for members.

The Director will oversee contracts with other government entities ensuring that goals are met and targeted results are achieved.

Prepares accurate and timely analyses that captures and communicates results, variances, and performance information and trends.

This individual will be a revenue producer by increasing membership, obtaining grants, and creating and managing profitable events.

The Executive Director will be proficient in marketing and understand how to implement various strategies to achieve goals. Methods may include traditional marketing and use of social media.

Executive Director Summary of Qualifications / Skills but not limited to:

1. Demonstrated leadership and management skills
2. Ability to multitask
3. Takes initiative
4. Works independently and is self directed
5. Creative problem-solving skills
6. Enthusiastic
7. Flexible
8. Organized
9. Collaborative

The ideal candidate is passionate about their community, understands diverse business models, and is eager to make a positive difference.

Preferred Education and Experience (or a combination of the following)

1. Bachelor's Degree in Marketing, Management, Business or Communication.
2. Three or more years of non-profit management experience in an operational environment or as a manager of a successful small business.

Compensation

This position is a salaried, full-time, exempt position and is based at the Show Low Chamber of Commerce and will require some local travel.

Salary negotiable depending on skills and experience.

Interested individuals should direct their inquiries to:

Bill Matthews

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(425) 308-7386

All inquiries will be strictly confidential and will only be shared with the Chamber hiring committee.