

Delta Area Chamber of Commerce

Job Title: Executive Director

Hours: Part-time, around 28 hours a week with opportunity for more

Pay: Depends on Experience, Competitive

Duties and Responsibilities:

Summary:

The Executive Director will collaborate with the Chamber of Commerce Board of Directors to provide support for local businesses. Primary role is to enforce the vision of the Chamber Members and to accomplish the mission of the organization. Primary roles include operating the office, working with Chamber Members, raising awareness about the importance of local business support, leading fundraising efforts, and coordinating with local and state officials. The Executive Director also works as a liaison to the Millard County Tourism organization. Primary roles include assisting tourists, helping tourism event hosts, and raising awareness about tourism benefits.

Office operation roles include but are not limited to:

- Keeping detailed financial records and performing all financial responsibilities
- Invoicing and applying payments, account reconciliation, and preparing monetary deposits
- Social media advertising and networking
- Maintaining company websites
- Board Meeting roles include making and distributing a monthly agenda, taking meeting minutes, preparing monthly financial reports, and reporting to Directors in all things

Partnering roles include but are not limited to:

- Support Millard County Tourism as needed with advertising, helping tourists plan trips, assisting the Tourism Director and Tourism Board, and assisting tourism event hosts
- Coordinating Monthly Member Luncheons
- Regular Member outreach and prospective Member recruitment
- Identifying potential business-related things that the Chamber should be involved in
- Attend and support community events as needed
- Coordinate with city, county, and state officials as necessary
- Organize community fundraiser events for the Chamber and its members

The Executive Director Reports to the Board of Directors and is under direction of the Board of Directors.

Basic Requirements:

- High School Diploma/GED or Equivalent
- Management/leadership experience
- Financial/record keeping experience
- Excellent verbal and written communication skills
- Past fundraising experience
- Proficient in Microsoft Office
- Experience working in a team setting
- Strong organization and attention to detail