



The Maumelle Area Chamber of Commerce has an opening for an Executive Director (ED).

The Executive Director provides strategic direction, vision, and management for the programs and personnel of the Chamber. They demonstrate expertise in strategic planning, member engagement, sales and services, program management, economic development, public policy, non-profit governance and operations, finance and accounting, public speaking and fundraising. They are responsible for the management of the day-to-day operations of the Chamber, and have full responsibility for profit and loss, fiscal stability and compliance. They will be a dynamic leader with the ability to build relationships to manage current programs while developing new initiatives and partnerships with businesses and community organizations to achieve the current and long-range goals and objectives of meeting the Chamber's membership and community needs.

Responsibilities:

- Strategic Planning and Implementation
- Members Services and Sales
- Program Management: Oversees and assesses the schedule, design, budget, implementation, evaluation, and appropriate adjustments for the Chamber's programs and events.
- Economic Development: Responsible for the Chamber's role in economic development, including business retention/expansion, infrastructure, workforce/education, health and safety, civic innovation, and collaboration with city and county governmental agencies and other economic development organizations.
- Public Policy: Representation of the Chamber on a variety of public policy issues at the local, state, and federal levels which require him/her to assist in developing platforms, messaging, advocacy channels and strategic relationships.
- Non-profit Governance and Operations
- Finance and Accounting: Ensures the Chamber establishes and follows generally accepted accounting and financial practices that provide organizational safety and soundness, achieve budget targets, sustain operations, and grow capacity for new initiatives.
- Public Relations/Outreach: Responsible for maintaining the Chamber's dynamic, positive, and forward-thinking public image, including strategies for marketing, communications, public speaking, and relations with members, the community and media.
- Fundraising: Oversees the Chamber's philanthropic relations, donor engagement, grant writing and program growth.

Qualifications:

- Education: Bachelor's preferred, but related experience will be considered in lieu of academic credentials.
- Experience: A minimum of five (5) years of successful experience in executive management and leadership positions within the private, public or non-profit sectors.
- Residence. Successful applicants will reside in Maumelle, AR at the time of hire or within one (1) year of employment offer.

Reporting: The Executive Director reports to the Chamber's Board of Directors and Executive Committee.

The Chamber is proud to be an Equal Employment Opportunity and Affirmative Action employer. The Chamber does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. If you need assistance or an accommodation due to a disability, you may contact the Maumelle Area Chamber of Commerce.

Applicants please send resume to maccpresident2020@gmail.com