**Executive Director of the Wendell Chamber of Commerce**

The Wendell Chamber of Commerce Board of Directors is now accepting applications for the position of Executive Director. Applicants are encouraged to apply before May 31, 2022. The selection committee expects to be screening applications and scheduling interviews in June 2022. Please apply by providing a cover letter, resume and a list of references to [shelley@wendellchamber.com](mailto:shelley@wendellchamber.com).

**Position:**  Executive Director

**Organization:**  Wendell Chamber of Commerce

**City/State:**  Wendell, North Carolina

**Population:**  Population of Wendell: 10,000 approx. / projection to be near

25,000 by 2023

**Reports to:** Wendell Chamber of Commerce Board of Directors and the

Chairperson of the Board

**Classification:** Full-time, Exempt

**Job Summary:** The Wendell Chamber of Commerce is seeking a strategic and entrepreneurial individual to serve as its Executive Director and work with the Board of Directors on membership advocacy and development, event management and growth, advancement of services and planning, and all other areas of operation for the Chamber. Our Chamber members

represent a diverse contingency of local businesses and nonprofit organizations. Our goal is to continue to expand, organize and present marketing, education, networking, and advocacy programs to increase commercial activity and strengthen existing businesses in Wendell.

**Essential Duties and Responsibilities:**

Applicants should exhibit effective marketing and communication skills. They should be familiar in all social media platforms. They should be a motivated self-starter who can take and follow direction, but also work autonomously without constant direct oversight and see projects to completion. Specific duties include (but are not limited to):

* **Board and Executive Committee Relations:** Build and maintain strong relationships and open communications with the Executive Committee and the Board of Directors. Maximize and leverage strong board relationships and engage board members. Plan and organize Executive Committee and Board of Directors meetings monthly. Help engage the Board of Directors to aid in fulfilling the Chamber’s mission and provide staff support to Chamber committees.
* **Daily Administration Management:**Professionally manage the daily administrative affairs of the Wendell Chamber and its staff. Attract, develop, support, and retain a strong staff. Manage a highly effective and efficient organization as measured by achievement of priority goals, membership satisfaction and growth, revenue generation and quality programs and initiatives.
* **Budget Development and Financials:** Work with the Executive Committee and Board to develop and maintain a balanced budget. Oversee the daily financial operations of the Chamber in a fiscally responsible manner, including working with the Board Treasurer and bookkeeper to provide monthly financial statements to the Board of Directors; and meet financial goals. Manage the fiscal affairs and cash flow needs of the Chamber. Ensure financial soundness, transparency, and a balanced budget annually.
* **Membership Engagement and Recruitment:** Create, engage and shape positive, long-term relationships with Chamber members, and work to recruit new members throughout the year. Develop strong communication with members to better understand their needs and help shape Chamber services to focus on such needs. Organize educational workshops and programs for member businesses.
* **Relationship Building and Maintenance:**Building and maintaining strong working relationships with local business leaders, elected officials and community leaders to represent the interests of the Chamber membership.
* **Event Creation and Management:** Develop and implement fundraising events and generate ideas for additional sources of revenue. Work with member businesses to promote both community events and local businesses.

**Qualifications and Skills:**

* Professionalism
* Excellent interpersonal, written, and oral communication skills
* Strong teamwork and relationship management skills
* Keen attention to detail and pride in their work
* Positive attitude
* Strong organizational and management skills
* Best practices mindset

**Education and Experience:**

* Bachelor’s degree preferred
* Experience with voluntary board governance and management
* Experience in economic and/or community development
* Experience in marketing and social media platforms
* Experience in business acumen and ability to manage a budget
* Ability to manage a small, focused staff