**Job Title** – Executive Director of Avery County Chamber of Commerce

**Compensation:** $48,000-$52,000 - Salary negotiable based on experience and knowledge

**Full Time Position**: 30+hours/week

**Reports to:** Board of Directors

**Summary:** The Executive Director is responsible and accountable to the Board of Directors to provide executive leadership to Avery County Chamber of Commerce.

**Primary Duties and Responsibilities:**

* Manage the daily operations of the Avery County COC, which include but are not limited to planning, advertising, and executing all chamber events.
	+ Creating applications, jurying crafts, sending approval/denial letters, recording monies, scheduling security, and laying out vendor spaces for the following festivals: Summer Fest, July and August Fine Arts and Woolly Worm.
* Support Avery County by promoting it as a travel destination through various marketing channels.
* Plan, organize and lead the seven-month Leadership Avery Program. This consists of recruiting participants and creating monthly interactive and informative sessions designed to educate participates on Avery County.
* Develop strategic marketing plans for the county in coordination with the EDC.
* Develop annual budget and oversee the general finances of the Chamber
* Hire, manage, and train Chamber staff and volunteers
* Build partnerships with other organizations
* Represent the Chamber at business and community events
* Knowledge of Chamber Master and Quick Books strongly preferred
* Other duties and hours as necessary