



Executive Director, Caldwell Chamber of Commerce

Part-time, 20 hours per week

Salary \$1200 per month

Position Description: The Executive Director is responsible and accountable for daily operations and leadership of the Caldwell Chamber of Commerce. The position requires working with the Board of Directors on recruitment and retention of members, building one-on-one relationships with local business owners, maintaining an online presence via the web/social media, and organizing community events.

Expected Schedule: 2 Days Office Hours (8:30AM-4:30PM) and One Day Community (8:30AM-1:30PM)- these may be flexible depending on candidate qualification and need.

Reports to: Chamber President and Board of Directors; annual review given by Director Oversight Committee.

Duties & Responsibilities:

- Monthly invoicing of Chamber members; recruit new member businesses regularly
- Maintenance of financial records (reconciling checking account, financial report preparation, etc.)
- Serves as principle ambassador and spokesperson for the Chamber
- Oversees day-to-day responsibilities of Chamber
- Physically present & visible in community; weekly visits with Chamber members encouraged as schedule allows
- Provides quarterly update to Board of Directors on membership and community happenings
- Works with the Board of Directors to maintain and develop marketing efforts visible in local media (i.e. radio, newspaper)
- Regularly updates website and social media accounts; works in collaboration with the Marketing Committee.
- Sends email update to members every two weeks
- Prepares meeting minutes, financial records, and agendas for all Board of Directors meetings
- Works alongside Board of Directors to organize, plan, and facilitate Chamber Events (Annual Chamber Dinner, Picnic in the Park Fundraiser, Golf Tournament, Small Business Saturday, Small Town Christmas, Christmas Parade and other outreach activities as needed)
- Attends meetings of West KY Regional Chamber Alliance, City Council, Rotary, Art Guild, and Farmer's Market as schedule allows
- Works with Board of Directors to help establish Chamber Committees annually (i.e. Events, Financial [Bids/Procurement], Marketing, Director Oversight Committee)
- Participate and attend Kentucky Chamber Trainings (August) as schedule allows

Qualifications/Requirements:

- Knowledge of community and familiarity with local economy
- Interpersonal and public speaking skills a must
- Basic computing, office, record keeping, and clerical knowledge
- Independent, driven self-starter able to complete tasks in timely manner
- Experience in marketing, business, or advertising preferred
- Proven leadership experience and past community involvement
- Home office workspace

To Apply Mail Resume & Cover Letter to:

Caldwell Chamber of Commerce
Attn: Director Oversight Committee
P.O. Box 47
Princeton, KY 42445