



Title: Executive Director for the Conifer Area Chamber of Commerce

Position Overview:

The executive director will encourage, develop, promote, and protect the general business interests of the area, helping to create a thriving business community through meaningful connections, igniting growth opportunities and advocating for a healthy economic environment.

CATALYST for Business Growth

CONVENER of Leaders and Influencers

CHAMPION for Stronger Communities

Job Responsibilities: Executive Director responsibilities include, but are not limited to:

- 1) Be a Leader in the community working for the Board of Directors and Chamber membership
- 2) Representing the Chamber at all Chamber functions. Chamber functions include, but are not limited to, Monthly Membership Meetings, Mixers, Events, and Ribbon Cuttings and publish monthly newsletters and articles in local publications
- 3) Membership relationships. Grow membership, encourage retention of membership, provide marketing opportunities, facilitate networking and connections

Specifications

Required

- At least 2 years in customer service and-outside sales positions
- Experience in Fundraising
- Be able to work independently with minimal supervision
- Experience in administrative functions
- Experience with direct client contact sales
- Must pass a background check

Preferred

- At least 2 years of post-secondary education
- Experienced in multiple software and hardware modalities
- Resident of the Foothills Community
- Experience with owning their own business

How to Apply: Find Full Listing and info on: <https://www.goconifer.com/>

Send full Resume with the answers to following questions (as a cover letter) to BoardPresident@goconifer.com

1. What are your biggest goals to grow a business community?
2. What do the following 3 statements mean to you?
CATALYST for Business Growth
CONVENER of Leaders and Influencers
CHAMPION for Stronger Communities
3. Why do you want to work for a non-profit organization?

The Conifer Area Chamber of Commerce provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training