

Position: Executive Director

Suwannee County Chamber of Commerce
P.O. Drawer C
Live Oak, FL 32064

Qualifications:

- A Bachelor's degree in Business Administration, Communications, Public Relations, or Organizational Management is preferred but not required.
- It is desired that, at minimum, the Executive Director have three years of experience in a business related field or other leadership positions.
- It is required that the Executive Director present a professional and positive image to members and the greater community through appropriate appearance, grooming, demeanor, and comments.
- Must be a resident of Suwannee County within 180 days of employment.
- Salary \$40-\$45,000 plus benefits.

Skills:

- It is required that the Executive Director be computer literate and able to use software functions such as email, social media, word processing and spreadsheets.
- Strong verbal and written communication skills and the ability to make presentations to city and county government leaders, and area media. Written communication duties may include brochures, letters, and requests for information or proposals.
- Knowledge of budgeting and record keeping.
- Demonstrate organizational skills by directing annual and long range planning for the organization and provide leadership in making decisions and in shaping objectives and priorities.
- Ability to recruit new members to the organization.
- Competency in fundraising and obtaining financial sponsorships and/or grants.

Job Duties:

- Relationship with Board of Directors
 1. Oversee and supervise general day to day operations of the Chamber and the administrative assistant.
 2. Provide both support and leadership to the Board of Directors and any committees appointed by the Board.
 3. Maintain strong and open communication with the Board.
 4. Perform a monthly review of goals and accomplishments with the Board.
 5. Work closely with the Board to create and implement a strategic plan, annual work plan, and annual budget.

6. Attend and be aware of committee activity and offer direction and motivation.
 7. Plan and implement fund raising events for the Chamber of Commerce.
 8. Oversee general day to day operations for the Suwannee County Development Authority, provide support to the SCDA Board of Directors and attend monthly Board meeting.
- **Community Liaison Activities:**
 1. Act as a spokesperson for the organization.
 2. Act a liaison between the Chamber and other community entities, such as local government, service organizations, civic organizations and the media.
 3. Meet with Suwannee County Commission, City of Live Oak and the Town of Branford as needed, and attend various board meetings.
 4. Creates materials and events to heighten tourism.
 5. Attend meetings of the TDC and improve outreach efforts to attract visitors to Suwannee County as needed.
 6. Develop and maintain an active volunteer list, and assign duties as necessary.
 7. Provide community with pertinent Chamber information as needed.
 8. Coordinate or participate in ribbon cuttings, ground breakings, grand openings, and other business celebration activities of chamber members and potential members.
 9. Coordinate annual membership banquet.
 - **Economic Development:**
 1. Provide positive leadership to influence government policy affecting business, and economic development issues specific to our area.
 2. Refer and leads of economic development to the appropriate local EDO and assist where needed.
 3. Work with local and state agencies to provide support services for local economic development initiatives and the EDO.
 4. Promote Suwannee County at trade shows, fairs and events where appropriate and when possible.
 5. Develop networks with consultants, project managers, business developers and stakeholders.

Physical Demands:

- This position requires a person who can stand, sit at a desk, drive a car, lift boxes, or deliver materials and climb up and down stairs carrying boxes.

Deadline for submission of resume including three references is February 15, 2019. Please mail to Suwannee County Chamber of Commerce at the address listed above, email to staff@suwanneechamber.com , upload your resume on Indeed.com or apply through Career Source.