Position Opening –
Executive Director, Warrick County Chamber of Commerce

Position Overview

The Executive Director handles overseeing and managing the daily operations of the Warrick County Chamber of Commerce. This leadership role reports directly to the Chamber President and the Executive Board of Directors. The Executive Director plays a pivotal role in ensuring the Chamber's continued success and fostering growth within the local business community.

Principal Responsibilities

- Recruit new Chamber members and actively engage with existing businesses to sustain and grow membership.
- Maintain and update Chamber member management software and the organization's website.
- Coordinate all aspects of Chamber events throughout the year, including securing speakers and sponsors, managing ticket sales, and promoting events within the community.
- Represent the Chamber at various community functions, events, and meetings.

Qualifications

- Bachelor's degree or equivalent work experience is needed.
- Demonstrated experience in business services, marketing, and website development and management.
- Experience in financial organization or bookkeeping is highly recommended; familiarity with QuickBooks is preferred.
- A valid driver's license is necessary.
- Ability in computers, including Microsoft Word, Excel, PowerPoint, website maintenance via WordPress, internet research, and various social media platforms.
- Database management experience is a plus.
- Event planning experience is also helpful.

Physical Requirements

- Ability to sit or stand for extended periods during work hours.
- Strong verbal communication skills for group and individual interactions.
- Cognitive ability for abstract thinking, problem-solving, recalling information, decision-making, instruction, coordination, evaluation, and organization of tasks.
- Some work areas may not be handicap accessible.
- Ability to lift and carry items weighing up to 25 pounds.
- Physical agility to access tight spaces such as behind furniture or under desks and counters.
- You must be able to travel to events and throughout the local area; access to personal transportation is needed.

Work Schedule

This salaried position averages 40 hours per week. Availability for evening and weekend work may be needed to help collaboration with other organizations and take part in county events. Meetings and events may occasionally occur during these times. A generally consistent work schedule will be decided in consultation with the Chamber Executive Committee. There is a three-month probation period, during which training and goal setting will help confirm a good fit for both the Chamber and the employee.

Compensation

The salary package for the Executive Director depends on experience, skills, and a generous benefits package. A performance bonus may be available after the first year of employment.

Benefits

- Paid Time Off (PTO) provided according to the Personal Policy Manual, with starting four weeks per year.
- Fourteen paid holidays annually.
- Mileage reimbursement is provided following the Federal Mileage Allowance.
- Health insurance is available as part of the total salary and benefits package, if needed.

Application Process

To apply for the Executive Director position, please email your resume to ssherman@warrickchamber.org.

Alternatively, you may mail your resume

Search Committee
Warrick County Chamber of Commerce
P.O. Box 377
Boonville, IN 47601