

Executive Director Malden Chamber of Commerce:

Job Summary

The Malden Chamber of Commerce is seeking an Executive Director (32 hours per week).

The Executive Director is responsible for programs, projects and services provided by the Malden Chamber of Commerce. Reporting to a volunteer governing Board of Directors, the Executive Director proposes, plans and implements initiatives in support of the Malden business community.

Responsibilities include:

Oversee day to day operations and long term success of the Chamber

Serve as primary spokesperson for the Chamber

Create and manage the Chamber budget

Hire, manage, train, and supervise the Chamber staff

Prepare materials, schedule and lead Chamber board meetings

Co-lead volunteer sub-committees of the Board

Event coordination including, but not limited to: Mayor's Breakfast, Taste of Malden, Comedy Night, Bi-Monthly Business After Hours Networking

Act as liaison with the greater Malden business community and City and State officials

Update and maintain the Chamber website

Increase Chamber membership

Manage media relations

Maintenance and upkeep of the Chamber office

Required:

Strong written and verbal communications skills

Office managerial skills

Ability to meet deadlines and multitask

Self-starter with high level of initiative and creativity

Strong event planning experience

Proven fundraiser

Strong media relations and presentation skills

Financial acumen (strategic view/ funding needs)

Strong social media skills

Strong computer skills

Strong design Skills

At least 5 years experience in executive level position or community relations

Proven experience in consensus and relationship building

Strong conflict resolution skills

Other duties as assigned

Some early morning, evening and weekend work is required

Preferred:

Experience leading a chamber of commerce

Salary: \$38,000- \$45,000

Send cover letter and resume (deadline 2/9/18) to: Donna Denoncourt donnadenoncourt@gmail.com

No phone calls please

Please rest assured that your application materials have been received. Due to the high volume of responses, we are unable to individually acknowledge the receipt of every application.

All applicants whose qualifications best meet our needs will be contacted if you are selected to continue in the recruitment process.