



Executive Director—Chesaning Chamber of Commerce and Chesaning Chamber Foundation

POSITION DESCRIPTION: Part-time

The Executive Director is responsible for overseeing the administration, programs, and strategic plan of both the Chesaning Chamber and its new 501c3 Foundation. Other key duties include fundraising, marketing, event planning and community outreach. The position reports directly to the Chesaning Chamber and Foundation Boards of Directors. This individual serves as a representative and advocate for organizations and businesses with investment in and around the community of Chesaning, Michigan. This position is also responsible for the day-to-day management of the Chamber office.

The individual in this position shall:

- Provide administrative and organizational support of the chamber office
- Promote members via social media, community calendar, LED sign, direct mailings and newsletters
- Receive and interact with public, answer and manage incoming calls
- Attend chamber events, help with set-up and clean-up, act as chamber representative along with event committee members
- Maintain the chamber website & social media
- Attend and assist in preparation of materials for meetings of the Chamber and Foundation Boards of Directors and various committees
- Work with Chesaning Union Schools and other local districts to offer opportunities for student volunteer hours, job shadowing, career fairs, and other special projects

Preferred Knowledge, Skills, and Abilities:

- Ability to communicate clearly and concisely, both verbal and written
- Possess general knowledge of business practices, operations, and needs
- Long-range planning
- Maintain effective working relationships with the Board of Directors, committees, volunteers, chamber members, governmental units, civic groups, and the general public
- Proficiency in the use of Internet, Email, Social Media, Google, and Microsoft Office tools (Word, Publisher, Outlook and Excel)
- Excellent organizational skills and attention to detail
- Able to work independently and take initiative
- Able to multi-task and meet tight deadlines
- Friendly and enthusiastic, able to build and maintain a trusted and respected presence in the community

Additional Requirements:

- Education level – Minimum: High School Diploma or equivalent. Preferred: College coursework or degree in business, communications, marketing, public relations, or similar.
- Demonstrates enthusiasm for the role and a desire to lead the organization to fulfill its mission
- Familiar with marketing, advertising, government relations, social media, web platforms, web design
- Demonstrates creativity and shares innovative ideas

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