

Job Title: Executive Director/CEO, Jacksonville Chamber of Commerce

Reports to: Jacksonville Chamber of Commerce Board of Directors, Jacksonville A&P Commission

Status: Full-time

Annual Salary: \$40,000-\$50,000 Depending on Experience

Location: Jacksonville, Arkansas

Position Summary: The Executive Director/CEO serves as the leader of the Jacksonville Chamber of Commerce, carrying out Chamber policy and procedures as approved by the Board of Directors. The position includes working with and providing support to Chamber members, prospective Chamber members, local leaders, all for the promotion and marketing of the city. The CEO oversees the daily operations of the organization in a manner that supports the core mission of the Jacksonville Chamber of Commerce. Responsibilities include but are not limited to: fiscal planning and management, fundraising and resource generation, personnel management, and management of day-to-day operations at the Jacksonville Chamber of Commerce. The CEO works with the Board, staff, and stakeholders to develop a sustainable and successful organization. The CEO will also be required to successfully complete other duties as assigned. This position is also responsible for the economic development efforts within the City of Jacksonville.

Position Duties: Member Retention, Member Recruitment, Accounts Receivable, Accounts Payable, Manage all Social Media Platforms, Attend and coordinate Committee Meetings and projects/events, Represent Jacksonville in various local and regional organizations, Manage Member Database, Manage Website, Chamber Calendar and Community Calendar, Manage Chamber Events with assistance from board members and volunteers, Building upkeep- Prepare rooms for meetings, etc., Assist in Community Events, Projects, etc as appropriate, Manage Economic Development Website, Respond to RFI's, Coordinate Site Visits, Primary Contact incoming businesses/prospect businesses, Assist new small businesses in space search, Provide support and resources to incoming and existing, Businesses, Workforce Development Efforts, Report to A&P commission quarterly & attend meetings, Work Closely with Mayor of Jacksonville.

Qualifications/Experience

Two (2) years related experience and/or training or equivalent combination and experience.

High school diploma or general education degree (GED)

Must be able to work effectively under pressure

Must be able to attend planned chamber events-some will be at night and/or on weekends

Must have reliable transportation.

Must be able to pass a criminal background check

Computer experience and experience in a fast-paced multi-tasking work environment is preferred

Prior experience in a chamber of commerce, economic development, and/or non profit organization management preferred but not required.

Submit resume and 3 references with contact information to stevenp@arkansasofficeproducts.com