

EXECUTIVE DIRECTOR

Executive Director – Madison the City Chamber of Commerce

Reporting to Board of Directors, candidate will be responsible for overall activities of the Chamber, to include membership retention and recruitment, staff/volunteer management, financial management, and community and governmental interaction. Specific duties to include: direction and oversight of the program of work, managing the publication of Chamber literature, publicity and public relations with excellent oral and written communication skills, staff management including recruiting, administrative duties to include preparation of monthly financial statements, maintaining chamber member database, etc. Candidate must be sales oriented, a self-starter, and have exceptional people skills. Due to small staff, candidate will be expected to be hands-on, producing many of the creative and administrative deliverables personally. Prior association management or chamber experience is a plus. To apply, send resume to ATTN: Executive Director Search, Madison the City Chamber of Commerce, P. O. Box 544, Madison, MS 39130, or email to donnasims@bankplus.net.