

# Executive Director

Roxboro Area Chamber of Commerce

Full-Time

Pay Range: \$45,000-\$50,000

## About:

The Roxboro Area Chamber of Commerce is a vibrant and active organization dedicated to promoting and enhancing the economic well-being of Person County. We serve as a unified voice for local businesses, providing resources, advocacy, and support to foster economic growth and community development.

## Job Overview:

We are seeking an experienced and dynamic Executive Director to lead our Chamber of Commerce. The Executive Director will be responsible for overseeing all aspects of the organization's operations, including strategic planning, membership engagement, financial management, and community outreach. This role requires a visionary leader with a passion for rural development and a proven track record of driving positive change.

## Key Responsibilities:

### Strategic Leadership:

- Develop and execute a strategic plan that aligns with the Chamber's mission and goals while working alongside the board of directors.
- Provide visionary leadership to advance the organization's impact and influence within the rural community.

### Membership Engagement:

- Recruit and retain Chamber members, ensuring their needs and expectations are met.
- Foster a sense of community among members through networking events, workshops, and educational programs.

### Advocacy and Public Relations:

- Advocate on behalf of the Person County business community at the local, state, and federal levels.
- Build positive relationships with key stakeholders, including government officials, media, and community leaders.

### Financial Management:

- Develop and manage the Chamber's budget, ensuring fiscal responsibility and sustainability.
- Seek and secure funding through grants, sponsorships, and partnerships.

### Community Outreach:

- Act as the Chamber's spokesperson and engage with the local community to promote economic development initiatives.
- Collaborate with local organizations and agencies to support community growth and well-being.

### Event Planning and Coordination:

- Organize and oversee Chamber events, including Personality Festival, annual events, business expo, monthly networking functions.

- Ensure the successful execution of these events to benefit members and the community.
- Create and implement ideas to enhance current events and functions or create new ones as the dynamics and participation see fit.

**Staff Management:**

- Hire, train, and supervise Chamber staff, fostering a positive and productive work environment.
- Promote professional and personal development.

*Note: While typical office hours of 9-5 Monday through Friday are required, due to the nature of the job there will be before and after-hour engagements and some weekend events that the director is responsible for attending as the host. There is also some travel involved to other counties for networking, training, and professional development. While this is a broad job description to try to encompass the role, please know that the day to day of the role varies and requires autonomy, great time management, and meeting key performance indicators.*

**Preferred Qualifications:**

- Bachelor's degree in business, economics, public administration, or a related field
- Proven experience in leadership roles, ideally in a Chamber of Commerce, economic development organization, community development, or non-profit
- Excellent communication and public speaking skills.
- Strong organizational and financial management abilities.
- Knowledge of rural development issues and familiarity with the local community.
- Demonstrated ability to build and maintain relationships with diverse stakeholders.
- Proficiency in using technology and software for communication, marketing, and office management.

**How to Apply:**

Interested candidates are invited to submit an application that also includes a resume, cover letter, and references upload through the link provided below or on the home page of our website, [www.roxboronc.com](http://www.roxboronc.com). We will not accept emailed resumes/cover letters or phone calls about the role and will be handled by the hiring committee once the job has closed.

The Roxboro Area Chamber of Commerce is an equal opportunity employer. We encourage candidates of all backgrounds to apply.