

Bel Aire Area Chamber of Commerce

Bel Aire, KS

Job Title: Executive Director

Salary Schedule: \$12.00 per hour. 15 hours per week.

Job Status: Contract - Position will begin in January 2020.

Position Summary:

The Executive Director is responsible for planning, overseeing, implementing, and coordination the membership and annual fund raisers for the Bel Aire Area Chamber of Commerce. They will develop strategies and plans to acquire, renew, and upgrade memberships. They will be responsible for planning annual membership development events and special purpose fundraising events. All membership presentation materials, member communication publications, and fundraising print will be produced by the Executive Director i.e....writing and editing print copy, brochures, website, mass emails and articles. They will work closely with the Chamber of Commerce board to ensure all materials present the Bel Aire Chamber in the proper manner. All volunteers for fund raising events will be developed and managed by the Executive Director. They will field all phone calls from members and interested parties regarding the Chamber events and answer any questions and will always represent the Bel Aire Chamber in a professional manner.

Supervision Received:

Will report directly to the Bel Aire Area Chamber of Commerce Board.

Distinguishing Features:

Ability to market an organization and its members to attract growth and visibility within the community.

Able to multitask; work independently with drive and initiative.

May be required to work evenings, weekends, and holidays to accommodate scheduled events and activities.

Desired Education/Experience:

Graduation from a high school or GED equivalent.

Bachelor's degree or pursuing a degree in marketing, communication, business or related field preferred.

Must possess a valid Kansas driver's license.

Please email resume and cover letter to Chamber President Josh Leach at jleach@amfam.com.