

# AMADOR COUNTY CHAMBER OF COMMERCE

**Job Title:** Executive Director

**Reports to:** Executive Committee/Board of Directors

## POSITION SUMMARY

The Executive Director is responsible for the day-to-day management of Chamber operations and implementation of goals established by the Executive Committee and Board of Directors. This position serves as the primary liaison between the Chamber, its members, visitors, community partners, and Board leadership while ensuring efficient operations, membership growth, financial coordination, and successful execution of Chamber programs and events. Pay based on experience.

## Membership & Community Relations

- Recruit, retain, and support Chamber members and sponsors.
- Build and maintain positive relationships with members, community partners, and stakeholders.
- Respond to member and visitor inquiries in a professional, timely, and informative manner.
- Represent the Chamber at regular monthly meetings for local government, local business associations, and local tourism-related organizations.
- Serve as the primary point of contact for visitors and member services.

## Board & Governance Support

- Work closely with the Executive Committee and Board of Directors to implement organizational goals and priorities.
- Maintain positive working relationships and communication with Board members and leadership.
- Coordinate Board and Executive Committee meetings in collaboration with Office Manager.
- Prepare reports, presentations, and supporting materials as requested by the Executive Committee or Board.
- Provide administrative support for Board projects and initiatives.

## Office Administration & Operations

- Oversee daily Chamber office operations.
- Maintain a professional, organized, and welcoming office environment.
- Manage office supplies, equipment, and operational needs.
- Coordinate records management and administrative systems.
- Ensure efficient and effective office procedures and workflows.

## Financial Administration & Funding

- Coordinate and maintain records related to Chamber financial transactions.
- Assist with financial reporting and administrative tracking.
- Research, pursue, prepare, manage, and track TOT funding requests, grants, and other funding opportunities.
- Support financial accountability and reporting requirements.

## **Events & Programs**

- Coordinate Chamber events and programs in partnership with staff, committees, sponsors, and volunteers.
- Assist with planning, promotion, logistics, registration, inventory, permits, supplies, and event execution.
- Support event setup, operations, and post-event activities.
- Maintain event-related records and materials.

## **Additional Responsibilities**

- Perform special projects and assignments as directed by the Executive Committee or Board of Directors.
- Perform other duties as assigned.
- Limited weekend and evening hours will be required.

## **Preferred Qualifications**

- Experience working for nonprofit organizations and Boards of Directors desirable.
- Strong local business development, sales, and relationship-building skills necessary.
- Excellent communication, organizational, and administrative abilities.
- Ability to work independently while managing multiple priorities.

## **Competencies and/or Values Common to all Positions**

A clear and demonstrated commitment to the Chamber mission which is to promote and foster a healthy community through business advocacy and sustainability. Performing assigned responsibilities in a manner consistent with the Chamber's established mission and vision. Advancing the Chamber's mission and values through careful attention to essential accountabilities of this job description.

## **Typical Working Environment**

Work is performed both indoors and outdoors, and also includes travel throughout the community to business and governmental sites.

## **Typical Physical Requirements for this Position**

There will be lifting of materials and/or equipment, typically <50 pounds. Loading, unloading, and hauling materials, equipment, and supplies as needed to support daily operations and events.

Send cover letter and resume to:

Admin.amadorchamber@gmail.com