



Job Description

Executive Director, Highlands Chamber of Commerce and Visit Highlands, NC

POSITION SUMMARY:

The Executive Director, Highlands Chamber of Commerce and Visit Highlands, NC (The Chamber) is employed by and reports to The Chamber Board of Directors. The Executive Director is responsible for leading the Highlands Chamber of Commerce and Visitor Center. The Executive Director is a non-voting member of the Board of Directors and all committees.

Responsibilities:

- Promote strong public relations with officials of the Town of Highlands, Macon County, and community organizations.
- Build, lead, and maintain a highly functional team that is focused on meeting the needs of The Chamber and its members.
- Strategic leader for The Chamber while advocating at local, regional, and state levels in matters of importance for The Chamber and its members.
- Serve as the official agent and spokesperson for the Chamber and Welcome Center as directed by the Board of Directors.
- Be the liaison between The Chamber and its members; other community entities, such as the TDA, government, service, business and civic organizations, media, community partners and other relevant community stake holders.
- Maintain a thorough understanding of current issues, research, trends, and best practices relevant to the Chamber of Commerce and Welcome Center.
- Ensure that all laws of the State of North Carolina, the Bylaws of the Chamber of Commerce and all lawful directives of the Chamber Board of Directors are faithfully executed.
- Manage all staff and oversee the accuracy and record-keeping of all data entry, personnel information, payroll taxes, insurance protection, PTO, and other liabilities.
- Lead administrative duties related to the Executive Board, Board of Directors, and committee meetings including establishing and reporting on content and setting agendas, sending calendar invitations attending meetings, preparing, and distributing meeting minutes and applicable documents in a timely manner.
- Offer & provide any additional support required by Chamber board, Chamber members and affiliates and other duties as assigned.

Requirements:

- Chamber Leadership Experience preferred.
- Strong work ethic with a high degree of integrity, honesty, and energy.
- Five or more years nonprofit management experience.
- High level strategic planning, proficient project management and calm, cooperative, enthusiastic, engaged leadership.
- Ability to envision and convey the organization's overall goals, role in the community and future vision to the staff, board, volunteers, donors, members, and the overall community.
- Demonstrated ability to communicate with, engage with, coach, and motivate staff members toward cohesive teamwork, optimal performance, happiness with and passion for their jobs and the organization, and model this same behavior on an ongoing basis.
- Solid management, administrative and organization capabilities, including planning, successfully delegating, program development and task facilitation.
- Strong fiscal management skills, including budget preparation, analysis, decision making and reporting.
- Strong written and oral communication skills.
- Strong public speaking ability.
- While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to forty pounds.
- Must hold a valid driver's license and reliable means of transportation.

To apply:

Please send cover letter and resume to C. Blye Hunsinger at bhunsinger@oldedwardsinn.com.