

The Yancey County Chamber of Commerce is seeking an energetic, professional, motivated individual to serve as Executive Director. Yancey County is located in the beautiful mountains of western North Carolina and is home to Mt. Mitchell, the tallest peak east of the Mississippi.

Applicants should submit a cover letter and resume, detailing their background, knowledge, skills, and abilities. Please submit your resume and cover letter to director@yanceychamber.com with the subject line Executive Director Application.

Job Title: Executive Director

Responsible To: The Executive Director reports to the Board of Directors of the Yancey County Chamber of Commerce.

Overall Responsibilities: The Executive Director serves as chief executive and administrative officer of the Chamber of Commerce and oversees all the functions of the organization. The Executive Director is responsible for upholding the Chamber Bylaws, government regulations and policies established by the Board of Directors.

Duties and Responsibilities:

1. Coordination and implementation of activities of the Chamber's projects, committees, and events.
 - a. The Executive Director is responsible for overseeing the coordination of all existing operations of the Chamber which include business, promotion, weekly membership email newsletter, website maintenance, tourism promotion, membership promotion and retention.
2. Organizational structure and procedures.
 - a. The Executive Director shall operate the organization in accordance with the bylaws.
 - b. Review, evaluate and carry out existing policies. Develop and recommend new policies and long-range operating plans. Review and recommend modification of policies and bylaw changes as necessary.
 - c. Coordinate elections of board members and make recommendations for board ballots.

- d. Serve as a non-voting member of the Board of Directors and attend Board Meetings.
 - e. The Executive Director is responsible for the hiring, supervision, training, and termination of office staff, as well as maintaining employee records.
 - f. Maintain the Visitor Center and coordinate and supervise Visitor Center staff.
 - g. The Executive Director will oversee income and expenditures, involving multiple bank accounts owned by the Chamber, and provide monthly reports to the Board of Directors.
 - h. The Executive Director, with the assistance of the Finance and Executive Committees, will establish an annual operating budget to be approved no later than December of each year.
 - i. Oversee the successful planning and execution of Chamber programs and events.
3. Public Relations:
- a. Participate in activities of the Chamber, as appropriate.
 - b. Inform the media of Chamber events and news to promote the Chamber.
 - c. Assist with the maintenance of the Chamber's website and event calendar.
 - d. Develop publications, brochures, member materials, promotional literature, and coordinate advertising for the Chamber.
4. Any assignment deemed appropriate by the Board of Directors.

Qualifications:

The preferred candidate will possess a minimum of a bachelor's degree in business management or a related field. Professional certification as a Certified Chamber Executive or Institute of Organizational Management a plus. Five years' experience managing a non-profit or member organization. Experience in financial and organizational management required.

The preferred candidate must possess outstanding communications skills. This position interacts with Chamber members, community members and local government officials. Working knowledge of economic development, local and state government processes, and non-profit management.

Compensation:

- Expected Salary Range: \$40,000 - \$60,000 annually
- Health Insurance stipend, if needed
- Retirement account stipend
- Paid time off