



Hawkinsville
PULASKI COUNTY
CHAMBER OF COMMERCE

Job Vacancy Announcement

Executive Director Hawkinsville / Pulaski County Chamber of Commerce

The Hawkinsville/Pulaski County Chamber of Commerce is now seeking applicants for an Executive Director. The Chamber's Board of Directors is searching for a highly motivated professional who is passionate about fostering relationships among businesses, advocating on their behalf, and supporting economic growth for this community. This individual will be responsible to the Board of Directors, for the daily activities of the Chamber of Commerce, including all administrative, operational, personnel, and financial requirements of the organization.

About the Hawkinsville-Pulaski County Chamber of Commerce

The **mission** of the Hawkinsville-Pulaski County Chamber of Commerce is to help businesses succeed so Hawkinsville-Pulaski County communities and the surrounding region may prosper.

Our **vision** is to be the premier "voice of business" as we work with regional partners toward sustainable economic prosperity.

We believe that our image in the community with our stakeholders—our members, elected officials, future members, regional partners, and the general public—is paramount to our success. Toward that end, we incorporate our values into our messages and actions. We adhere to these values as a means to establish trust and ensure a positive reputation as an organization that is working to help our members and our communities be successful.

Preferred Credentials, Skills, and Experience

- An associates or higher degree, preferably in Communication, Marketing, Business, or a related field.
- Four or more years of related work experience or training.
- A passion for Hawkinsville / Pulaski County and desire to see the Chamber and community grow through continued business expansion while uplifting current businesses.
- Ability to collaborate and facilitate professional and mutually productive relationships with business owners, other organizations, consumers, city and county government officials.
- Strong public-speaking skills.
- An innovative and forward-thinking mindset to overcome obstacles and plan for the future.
- Event planning experience and strong organizational skills.
- Ability to use computer business software and social media platforms.

Essential Duties & Responsibilities

- Provide key leadership in the community. The Executive Director must take an active role and be visible with the members of the Chamber and the community.
- Actively work to carry out and achieve the Chamber's mission statement and vision.
- Develop and implement recruitment and retention strategies to increase membership and retain existing members.
- Assist Chamber members by evaluating economic trends, the local economy, and business strategies, and other relevant subjects to offer members services and data to help improve business growth and success.

- Work to ensure the growth and expansion of the tourism and hospitality industry in Hawkinsville / Pulaski County, which includes but is not limited to organizing and coordinating Chamber sponsored community events.
- Engage in public relations as the primary contact for the Chamber of Commerce and be accessible to the public and visible to the community. The Director will provide the public with timely information and recognition on upcoming Chamber member and Chamber sponsored events and activities.
- Establish and develop relationships with key elected officials in order to better represent the interests of the Chamber members.
- Represents the Chamber of Commerce at community business activities and functions, which includes some evening and weekend appearances.
- Participates in professional memberships and affiliated organizations that enhances and connects the Chamber's ability to serve its members and the community.
- Supervises and manages all Chamber employees/volunteers and carries out responsibilities in accordance with the organization's policies and applicable laws.
- Prepares and submits annual budget to the Board of Directors for approval and is accountable for ensuring the budget is adhered to throughout the fiscal year and provides regular financial reports to the Board of Directors.
- Any and all duties assigned deemed necessary to maintain operations.

Additional Information

Job Type: Full Time

Pay: \$40,000.00 per year

Benefits:

- Health Care
- Paid time off
- Commission-based bonuses

Schedule:

Traditionally Monday through Friday with 8 hour shifts but hours do vary and include some evenings and weekends.

To Apply:

Please email a cover letter demonstrating qualifications and professional resume that includes 3 references to

info@hawkinsvillechamber.org

Resumes will be accepted through Monday, July 11th, 2022