

Lopez Island Chamber Executive Director Job Description

Our mission statement: The Lopez Island Chamber of Commerce is a Member Organization of Businesses and other Lopez Residents who are Actively Involved in the Support and Advancement of Economic and Civic Interests while Respecting the Quality of our Island Life.

The Executive Director of the Lopez Island Chamber of Commerce/Visitor Information Center is an administrative position that reports to the Chamber Board of Directors. This position is responsible for the daily operations of the Chamber and the Visitor Information Center as well as the organization's consistent achievement of its mission and financial objectives.

The Executive Director position is a salaried, part-time position with variable hours, and some weekend work, annually averaging 24 hours/week. Increase to full time position a possibility. Approximate compensation is \$20.00/hour depending on experience.

General Qualifications:

The Director should possess the following:

- Strong verbal and written communication skills with a high degree of tact and diplomacy
- Knowledge of local businesses and economic environment
- Enthusiasm for the job and the community
- Demonstrated executive and managerial skills
- Strong organizational skills
- Experience managing people
- Expertise in all aspects of marketing: on-line, social media, etc. preferred
- Experience with fundraising and grant writing is desired.
- College degree in business administration or a related field is a plus. Appropriate experience may be substituted for a degree. Prior experience Chamber of Commerce, sales, marketing or business administration is desired.

General Responsibilities

- Manage the daily operation of the Chamber of Commerce and Visitor information Center, including supervision and training of employees and volunteers
- Represent local business and community needs to government agencies and elected officials.
- Serve as a board member to the San Juan Islands Visitor Bureau
- Ensure financial stability through effective resource management and securing alternative sources of revenue

Instructions to Applicants: Send letter of application, resume, letters of reference and writing sample to lopezchamber@lopezisland.com. Writing sample could include but is not limited to: grant application, project proposal, position paper, business letters or project report).