

**Job Title:** Director

**Location:** Exeter, California

**Reports To:** Board of Directors

## **Position Summary**

The Director of the Exeter Chamber of Commerce is responsible for providing leadership, strategic direction, and daily management of Chamber operations. This position oversees membership engagement, community partnerships, event planning, financial management, and advocacy for local businesses. The Director serves as the primary representative of the Chamber to the community, local government, and regional organizations.

## **Key Responsibilities**

- Develop and implement programs and initiatives that support local business growth and community development.
- Manage Chamber operations, including budgeting, financial reporting, and adherence to policies set by the Board of Directors.
- Lead membership recruitment and retention through relationship building, communication, and member benefits development.
- Coordinate, promote, and oversee Chamber-sponsored events, workshops, and community programs.
- Serve as the official spokesperson and advocate for the business community on issues that impact local commerce.
- Maintain strong relationships with city officials, business leaders, and community organizations to advance Chamber objectives.
- Oversee Chamber communications, including newsletters, social media, and website updates.
- Supervise and support staff and volunteers, ensuring effective teamwork and professional development.
- Report regularly to the Board of Directors on progress, challenges, and opportunities.

## **Qualifications**

- Minimum five years of leadership or management experience in business, nonprofit, or community organizations.

- Proven ability to develop and manage budgets and organizational plans.
- Strong communication, public speaking, and interpersonal skills.
- Experience in event coordination, fundraising, and program development.
- Demonstrated commitment to community engagement and economic vitality.

### **Preferred Skills**

- Knowledge of the Exeter community and surrounding region.
- Proficiency with membership management systems, digital communication tools, and office software.
- Experience working with a Board of Directors.

### **Compensation**

Compensation is commensurate with experience and qualifications. Benefits may include paid time off, professional development opportunities, and flexible scheduling.

### **Application Process**

Interested applicants should submit a resume, cover letter, and references to the Exeter Chamber of Commerce Board of Directors. Applications will be reviewed on a rolling basis until the position is filled.

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Exeter, CA 93221