

The Cottage Grove Chamber of Commerce is seeking an Executive Director.

The Executive Director is responsible and accountable to the Board of Directors to provide executive leadership to the Cottage Grove Chamber of Commerce for its continued success.

Responsibilities include overseeing the coordination of the existing operations of the Chamber and promotes and helps plan events and functions. Communicates effectively with the membership on needs, ideas, and opportunities. Grows and maintains membership and executes the day-to-day operations of the Cottage Grove Chamber of Commerce. Builds positive relationships with local businesses and organizations and sees opportunities to work collectively for the betterment of local businesses and the community. The Executive Director is enthusiastic, creative, and well organized, and an excellent communicator capable of functioning well independently.

The successful candidate must possess:

- A love for Cottage Grove.
- Excellent organizational and leadership skills.
- Outstanding public speaking and presentation skills.
- Strong Customer Service Skills.
- Time Management and Event Planning Skills.
- Strong ability to foster teamwork and collaboration between/among Board members, Chamber members, community leaders, elected officials and strategic committees and organizations.
- Strong Executive and supervisory skills, including the ability to plan, organize, lead, and delegate.
- Passion for collaboration and networking.
- Demonstrated ability to prepare and manage a budget, analyze organization performance, and project financial performance.
- Ability to work flexible hours including nights and weekends as needed.
- Ability to motivate others to be champions of Chamber initiatives.
- Strong commitment to personal growth.
- Commitment to the best business practices for the Chamber.

Professional Experience preferred

- Management experience in a business-related field or other leadership position, including oversight of finances.
- Previous experience with a community related organization.
- Working knowledge of local, regional, and state-level political systems and experience in developing collaborative relationships in these areas.
- P&L experience.

The salary range for this position is \$40K-\$50K. We offer 15 PTO days. Benefits negotiable. Send resumes to cgchamber@cottagegrovechamber.com.