

Apache Junction Chamber of Commerce Chief Executive Officer

Summary:

The Apache Junction Chamber of Commerce is seeking an entrepreneurial and dynamic Chief Executive Officer who will oversee and manage all aspects of the Apache Junction Chamber of Commerce. Apache Junction is a thriving business community and the successful candidate will serve as the primary point of contact for the organization and be responsible for the Chamber's administration, member advocacy, public relations, finances, and membership management. Additional responsibilities include managing the highly successful Apache Junction Visitor Center which is housed at the same location. The Apache Junction Chamber of Commerce is a 501(c) (3) non-profit organization focused on providing the resources and representation essential to the growth and development of the Apache Junction business community.

Job Description:

The Apache Junction Chamber of Commerce Chief Executive Officer is the primary, public-facing, executive responsible for representing the Apache Junction Chamber of Commerce. The CEO will manage all aspects of the organization including, but not limited to, various programs and sponsored events, administrative and operational duties, community relations, and the supervision of three, full-time support employees. In addition, the successful candidate will assist in the recruitment and support of numerous part-time volunteers of the Visitor Center. The CEO will answer directly to Board of Directors and is subject to the direction of the Board and guidance of the Executive Committee.

The CEO must enjoy working in a non-profit environment and be driven toward supporting our business community. The ideal candidate should have the ability to multitask and prioritize responsibilities, be innovative and self-motivated, and positively collaborate with leaders of the Superstition Region. Strong interpersonal and communication skills are essential.

Essential Responsibilities:

Oversee Administrative Activities including, but not limited to, the following:

- Financial responsibilities including budgeting, billing, payments & reports
- Management of staff, hiring and termination of personnel
- Community and membership retention/engagement
- Management and interaction of technology and systems for organizational effectiveness

Oversee Programmatic Activities including, but not limited to, the following:

- The development of annual strategic plans
- Event Registration
- Coordination of venue, catering, and event details for annual events
- Event setup and break down
- Corresponding and interaction with elected and city officials

Oversee Governance Activities including, but not limited to, the following:

- Board communications and notifications
- Preparation of all materials and reports essential to Board and Committee Meetings

- Maintenance of all books, records, and official documents of the organization

Oversee Communication Activities including, but not limited to, the following:

- Email Campaigns and communications to the Chamber Membership
- Social Media Management
- Media communications including Media Advisories and Press Releases
- All external relations efforts

Required Qualifications:

- 3 years of experience in a leadership role with a non-profit or relevant organization
- Proficiency in Microsoft Word, Excel, PowerPoint and Outlook
- Experience in Social Media Platforms
- Excellent Communication skills (verbal and written)
- Strong judgement and executive decision making abilities
- Skilled in organizing resources and establishing priorities
- Understanding of basic business and economic development activities and issues
- Understanding of non-profit structure, governance and operations

Preferred Qualifications:

- College Degree
- Fundraising experience
- Proficiency in QuickBooks and any relevant fundraising or accounting software
- Demonstrated history of service and volunteerism-especially through committee or board involvement
- The development and/or facilitation of a strategic plan or strategic planning process
- Participation in a Leadership Program

Compensation:

Compensation for the Chief Executive Officer position will be a salary range of \$65,000 - \$75,000 with potential for bonuses to be discussed annually. Salary will commensurate with experience and qualifications.

Please submit all resumes to admin@ajchamber.com