

Open Position: Executive Director, Wamego Area Chamber of Commerce

Status: Full-time

Experience Required: Yes

Training Provided: Yes

Reports To: Wamego Area Chamber Board of Directors

Location: Wamego, Kansas

POSITION: The Executive Director of the Wamego Chamber of Commerce is a full time position reporting to the Chamber Board of Directors. This person will be charged with the overall operation, financial direction, supervision of staff members, and volunteer coordination of the Wamego Area Chamber of Commerce. This person will oversee strategies and committees that enhance the relationship with and between Chamber of Commerce members. This person will increase and maintain Chamber membership and participate in community activities that improve the quality of life in Wamego. The Executive Director will demonstrate skills in marketing, sales, customer service, public relations, coalition building, leadership and the ability to serve as a liaison with local and regional committees.

The Wamego Chamber has a strong history of producing quality festivals in our community. The Executive Director is involved along with the Wamego Tourism & Events Coordinator in motivating and engaging volunteers, Chamber members, and community officials to execute quality events.

The position has full responsibility for leading the Wamego Area Chamber of Commerce & CVB, including but not limited to:

Business Operations

- Provide administrative leadership of all operational functions of the Wamego Area Chamber of Commerce & CVB
- Work with staff and the Boards to develop an annual budget for the Chamber and CVB, to be approved by the respective Boards
- Reconcile the financials on a monthly basis in accordance with the budget. Work with accountant to ensure accuracy and completeness.
- Schedule, arrange and attend all meetings of the Chamber Board of Directors, serving in an advisory and secretary role, create monthly Board packets and take minutes at Board meetings.
- Supervise the Tourism & Events Coordinator
- Supervise the Administrative Assistant
- Train new and existing staff on software utilized for organizational operations, including QuickBooks and ChamberMaster.

Membership, Sponsorship & Communications

- Build and grow relationships with members, sponsors and community partners
- Develop and direct membership recruitment and retention plan
- Serve as staff lead for membership outreach and recruitment efforts
- Develop communications plan and manage all organizational communication to members, including social media, email and programming

Events & Programming

- Manage and grow member-focused programming, assessing existing programming and developing programming mix that best delivers value to Chamber members.
- Emcee monthly Membership Lunches, monthly Business After Hours and ribbon cutting / groundbreaking events.
- Function as staff support for Wamego Young Professionals. Actively participate in monthly YP Board meetings and assist with program planning and execution.
- Participate in planning and programming related to Peer Chamber, a Wamego High School club with over 65 Juniors and Seniors who engage with Chamber members, volunteer at Chamber events, and take on volunteer community projects.
- Provide event management and oversight of work plans for all major festivals/events led by the Tourism & Events Coordinator. Ensure events are organized, properly staffed and professionally executed.
- Facilitate setup for large festivals, including Tulip Festival, Celebrate Freedom in Wamego, OZtoberFest and Season of Lights.
- Develop effective marketing plans for major events/festivals
- Oversee volunteer recruitment and coordination led by Tourism & Events Coordinator

Regional & Community Partnerships

- Represent the Wamego Area Chamber of Commerce on regional organizations and committees, including the Flint Hills Regional Leadership Program, Regional Leaders Retreat Planning Committee, Flint Hills Regional Council Conference Planning Committee, and Region Reimagined Steering Committee.
- Develop and present annual report to the City of Wamego
- Serve as liaison to regional and state partners, including the City of Wamego, Pottawatomie County, PCEDC, the Manhattan Area Chamber of Commerce, Kansas Department of Commerce, Mainstreet Kansas, and the Kansas Small Business Development Center

MINIMUM QUALIFICATIONS: This position requires knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques, and coordination of people and resources. Additionally, the candidate must have experience in staff or volunteer management; preparing budgets and operating under a budget; as well as the ability to enter, analyze, and report financial data. Computer skills must be current and sufficient to accomplish the work of the chamber in an efficient manner. The candidate must understand government and the legislative process. Excellent listening skills, positive leader, friendly demeanor, strong collaborator, as well as oral and written communication skills are required.

PREFERRED QUALIFICATIONS: Prior experience with a chamber of commerce, non-profit, or business organization; Chamber of commerce, Economic Development, or non-profit training. The ideal candidate will also provide a history of professional accomplishment and achievement.

SALARY: Competitive salary with benefits based on experience and qualifications.

COMMUNITY INFORMATION: Wamego is an active community of approximately 4,900 located in Pottawatomie County in Northeast Kansas with an excellent business climate and quality of life.

APPLICATION PROCEDURE: Submit a cover letter and resume to the Wamego Area Chamber of Commerce. 529 Lincoln, Wamego, KS 66547 or email jobs@wamegochamber.com

DEADLINE: Applications will be accepted until the position is filled; however, only candidates whose applications are received by March 25th are assured of receiving full consideration.