

Jay County Chamber Executive Director

The Jay County Chamber of Commerce is currently seeking a highly motivated and dynamic Executive Director. The Executive Director receives direction from the Board of Directors and implements the Strategic Plan set forth by the Board to ensure the Mission of the Chamber.

This includes the following:

- Budget and reporting of Chamber activities
- Management and growth of membership
- Lead Chamber events
- Day-to-day operations of the Chamber office
- Partner and advocate for Chamber members
- Vibrantly represents the community

Job Skill Sets

- Three to five years of experience in a leadership position
- Confident written and verbal communication skills
- Strong listening skills
- Project management skills
- Highly proficient in Microsoft Office suite, and social media applications
- Ability to conduct themselves in a professional and positive manner

Education and Experience

- High School Diploma
- Business or related degree or equivalent working experience
- Minimum of three (3) years of business operations / management and/or nonprofit management experience

Please submit cover letter, resume and credentials, and salary requirements to The Executive Committee of the Jay County Chamber of Commerce, Board of Directors at 118 South Meridian Street, Suite A, Portland, IN 47371 or email to JAYCOUNTYCC@gmail.com. Resumes should be submitted before February 19th.