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Chamber of Commerce CEO

Employer

Arkansas City Chamber of Commerce
106 S Summit
Arkansas City, KS 67005

Job Description

Type: Full-Time
Posted: 07/30/2022
Application Due: 08/31/2022
Category: Public Relations, marketing, supervisor
Home Org/Dept: Chamber of Commerce - Arkansas City, KS
Location: Chamber of Commerce - Arkansas City, KS
Work Type: Director
Physical Location: 106 S. Summit St. - Arkansas City, KS

Basic Function

The Ark City Chamber is seeking a candidate for a director/CEO position with experience in public relations, marketing, event planning, and business collaboration to fill the director of the Chamber of Commerce CEO role in Arkansas City.

Examples of Duties:

Duties/essential functions may include, but not be limited to, the following:
The successful candidate will be expected to perform all tasks associated with running an organization:

- Create and follow an annual budget
- Light bookkeeping to include monitoring accuracy of data entry, creating reports and budget drafts

- Facilities upkeep, i.e. repairs, updates, general maintenance contracts
- Recruitment of businesses as new Chamber Members
- Leading Committees in planning events that bring opportunities for businesses (Christmas in the City, other local shopping promotions)
- Lead Committees to plan annual fundraising events (Annual Banquet, Annual Golf Tournament)
- Plan and/or discover opportunities that promote chamber businesses and chamber events
- Create and maintain collaborative relationships with area businesses, organizations, and community members.
- Assign duties to staff as necessary
- Research and apply for grant opportunities

This position also serves as CEO for the Arkansas City Main Street Association.

10 Hours a Week

The CEO of the Arkansas City Main Street Association shall manage certain aspects of the association and assist with some of the daily duties as needed.

Duties include

Managing administration

Record-keeping and accounting – working with Quickbooks software

Working with an accountant to ensure all documents needed are supplied

Preparing and filing reports

Filing legal documents (jointly with the board and/or president and secretary if necessary)

Assist with implementation of program policies

Board of Directors job descriptions and bylaws

Policies and Procedures handbook

Assist with maintaining partnerships between local entities

City of Arkansas City

Cowley First

VISIT Ark City

Serve as an advocate for the Arkansas City Main Street Association at the city, state, and federal level.

Attend meetings (when applicable)


Be present as a show of support

Research and apply for grants and attend educational workshops

Serve as a resource for the Program Director, available on a regular basis

Minimum Qualifications:

The ideal candidate will have a proven grant-writing record, excellent written and oral communication skills, strong organizational skills, time management skills, attention to detail, ability to stay organized while working on multiple projects, and an ability to work with a diverse population.



Working Conditions / Physical Requirements:

Occasional lifting, long hours, and prolonged standing. The ideal candidate must be able to communicate with others, travel short distances on a regular basis, and longer distances when required.

Additional Information:

The Arkansas City Area Chamber of Commerce director/CEO works closely with the VISIT Ark City Director, and the Administrative Assistant has shared duties between the two organizations. A positive working relationship between the VISIT Ark City director and the Ark City Chamber director is imperative.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Please send your resume to:

Arkansas City Area Chamber of Commerce,
Attn: Hiring committee
106 S. Summit
Arkansas City, KS 67005

