



Taking applications for the position of Sevier County Chamber of Commerce

Executive Director

Details

Hours: Full Time 40 hrs/week

Salary: Commensurate with experience.

Benefits: Professional development opportunities, and the chance to lead meaningful work that directly impacts the growth and success of Sevier County businesses and communities.

How to Apply

Interested candidates should submit a resume, cover letter, and three professional references to:

Sevier County
Chamber of Commerce

Mail: PO Box 67
De Queen, AR 71832

Email: dqchamber@gmail.com

Office: 315 W. Stilwell, De Queen

Applications will be reviewed on a rolling basis until the position is filled.

The Sevier County Chamber of Commerce is an equal opportunity employer and values diversity in its workforce.

Why Join Us? As the Executive Director, you will have the opportunity to shape the future of Sevier County's business community, drive economic development, and build connections with local leaders and stakeholders. This role offers a dynamic environment where your leadership, creativity,

Key Responsibilities

- **Leadership and Governance:** Collaborate with the Board of Directors to develop and implement the Chamber's strategic vision, adhering to all policies, guidelines, and regulations.
- **Membership Engagement:** Cultivate and maintain strong relationships with Chamber members through regular communication via email, newsletters, personal visits, and phone calls. Recruit new members from both public and private sectors.
- **Marketing and Communications:** Oversee the Chamber's digital presence, including website, social media (e.g., Facebook), and marketing materials. Develop and distribute an electronic newsletter and maintain up-to-date brochures and information packets.
- **Event Management:** Plan, organize, and execute events, workshops, seminars, meetings, and partnership initiatives to promote the Chamber's mission and engage the community.
- **Economic Development:** Lead and participate in initiatives to enhance employment opportunities and economic growth in Sevier County.
- **Record Keeping:** Supervise records management, including meeting minutes, correspondence, contracts, financial reports, and membership records. Maintain accurate board and committee meeting proceedings.
- **Reporting:** Prepare and submit recurring reports as required by the Board of Directors.
- **Community Relations:** Build and maintain relationships with elected officials, local, regional and state agencies, tourism agencies, and community stakeholders to advance the Chamber's objectives.

Qualifications

Education and Experience: High School Diploma required; Associate degree or background in business preferred but not required.

- **Technical Skills:** Proficiency in Microsoft Word, Excel, Canva, and AI tools.
- **Communication:** Exceptional oral and written communication skills, with the ability to deliver effective presentations and engage diverse audiences.
- **Leadership:** Self-motivated, proactive, and capable of working independently with minimal supervision.
- **Relationship Building:** Ability to develop and maintain relationships with Chamber members, elected officials, and state agency representatives.
- **Professionalism:** Maintain a professional appearance and demeanor at all times.
- **Flexibility:** Willingness to work some weekends for events and activities, and attend after-hours meetings.
- **Language Skills:** Bilingual proficiency (English/Spanish) preferred but not required.

Join us in building a vibrant future for Sevier County!