



Heights-Hillcrest Regional
Chamber of Commerce
Empowering You and Your Business

Executive Director
Heights-Hillcrest Regional Chamber of Commerce

Position Description:

Heights-Hillcrest Regional Chamber of Commerce (HRCC) is seeking a dynamic, energetic, experienced leader who is passionate about working with businesses, professional volunteers, educators, and local member-city governments to nurture the environment of the business community in the Heights-Hillcrest area of Northeast Ohio.

HRCC's Executive Director is responsible for overall operations including member recruitment/retention, effective public relations and marketing of HRCC's brand and programs, financial management, program development/event planning, strategic planning, and staff and volunteer development, and reports directly to the board of directors.

Applicant must have flexibility to participate in events outside the normal M-F 9am to 5pm (e.g., breakfast, after-hour events, etc.).

Posted: February 1, 2017

Applications: Accepted until position is filled.

Salary: \$30,000 plus commission

Type: Part-time

Email application to president@hrcc.org

Questions: Call 216-397-7322. To learn more about HRCC, visit hrcc.org

(Qualifications on next page)

Qualifications:

Education:

- Bachelor's degree

Experience:

- Strong business acumen with experience in leadership roles
- Chamber of Commerce experience not required but highly valued
- Experience operating a small organization a plus

Knowledge, skills and abilities:

- Excellent written and verbal communications skills
- Strong organizational and management skills
- Able to effectively deal with all facets of the local business ecosystem, and to engage and motivate volunteers and staff
- Ability to focus on many issues and determine appropriate priorities
- Demonstrated success in collaborative work environments
- Knowledge of budgeting and cash flow management
- Strong computer skills necessary
- Proficiency in Microsoft Office and other business software applications
- Quickbooks a plus
- Aptitude with social media for business is a plus

Please submit resume and cover letter plus three references to:
president@hrcc.org.