



## Executive Director – Role and Responsibilities

The Executive Director will work independently as well as alongside Chamber staff, volunteers, members, community partners and the Chamber Board of Directors to:

- Engage, recruit, activate and retain businesses and individuals as members and supporters of the Chamber to continue to grow and diversify the membership
- Manage all aspects of Chamber membership and member benefits based on tier membership level and individual business' goals
- Coordinate, plan and execute regular events
  - Regular events currently include Boost monthly morning networking, Thursday After Five monthly after-hours networking, Ribbon Cuttings, and others as developed
- Strategize, plan and execute special events, including securing sponsors and support
  - Special events currently include the Annual Gala, Bunkers & Bogeys Golf Outing, State of the Cities and Holly Days, and may include expos, community events (trunk or treats, civic events, etc.), and more as developed
- Create and maintain relationships with elected officials, city staffs Chamber members, local non-profit organizations, and other community stakeholders
- Lead the Ambassadors Committee, Women's Business Committee, Young Professionals Committee, Referral Networking Groups and such other committees and groups as developed
- Manage the Chamber office, office staff, volunteers, interns, etc.
- Manage the design and production of the Chamber's annual directory
- Update and keep current the Chamber website and social media with events and information
- Write and send regular e-blasts to the Chamber's list of subscribers
- Function as the chief executive officer of the Chamber and be an active member of the community while representing the Chamber with pride and professionalism

The Executive Director will further, with the partnership and support of the Board:

- Facilitate monthly Executive Committee and Board of Directors meetings, to include reporting on the Chamber's membership, events, and other measurables
- Manage Chamber finances, including, but not limited to, accounts receivable, accounts payable, revenue, expenses, banking, and, in conjunction with the Chamber's accountant, provide and present reports to the Board of Directors no less than monthly
- Work with Pillar Lead board members on programs, projects, and initiatives
  - Pillars currently include operations, education/events, leadership, marketing + outreach, and membership
- Prepare annual operating budget and present to Board of Directors for approval, reducing expenses where possible while increasing revenue
- Facilitate an annual Board Retreat
- Such other responsibilities as may be assigned by the Board of Directors' Executive Committee

Full time, exempt position with some nights and weekends to be expected. Compensation commensurate with experience. To apply, please send an inquiry with resume attached to:

Emily Karlichek  
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