

The Fortuna Chamber of Commerce is seeking highly motivated and professional applicant to fill the President/CEO role. Below is a brief outline and please note this is not an inclusive job description; however, it will give applicants an overview of the roles and responsibilities required for the position.

- Possess skills that are useful to advocate, promote, grow and maintain local businesses and their staff to ensure a viable Chamber membership level
- Ability to create and develop yearly budgets
- Manage, oversee and work within the yearly budget
- Report all financials timely and accurately; and the ability to provide up to date reports at monthly Board of Director meetings
- Confident understanding of Quick Books and proven accounting proficiency
- Experience and skill to negotiate, create and compare new and existing business related contracts
- Possess professional office and organizational skills
- Responsible for content and programming of weekly Chamber meetings for the membership and public
- Desire, experience and ability to work and lead volunteers to successfully execute a large, annual fundraising event
- Have the ability to learn and utilize the Chamber's software program: Chamber Master
- Attend both city council and planning commission meetings on a regular basis and report back to the Board of Directors
- Have the skills to create and maintain relationships with local media and government agencies
- Have experience and proven success with all business related social media platforms
- Serve as ex-officio member of all Chamber related committees
- Experience with hiring and managing part time individuals
- Must have a valid driver's license and have a reliable vehicle
- A degree or certificate in Business Administration or Communication is encouraged but not required
- Continued job education required and stipend provided
- Salary benefits and performance bonus negotiable

Please submit your resume with cover letter and three professional references to:

fortunachamberresumes@gmail.com no later than end of day- Saturday, November 3rd, 2018