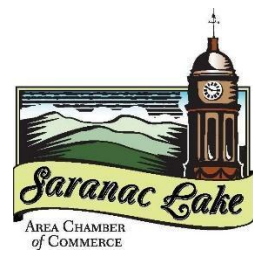


Position: Executive Director

Reports To: President, Executive Committee, Board of Directors

Status: Salaried, Exempt



Position Description:

The Executive Director provides oversight and overall management, planning, vision, and leadership of the Saranac lake Area Chamber of Commerce. The successful candidate is responsible for implementing the Chamber's mission, managing staff and resources, and fostering relationships with members, businesses, and community leaders. The director will play a key role in developing and carrying forward the Chamber's updated three year strategic plan. The successful candidate has substantive experience addressing the economic challenges facing rural, minoritized and underserved populations and experience in implementing long term strategic initiatives and programs.

Duties:

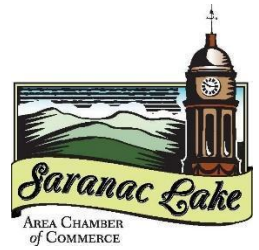
- Serves as chief administrative and executive officer to the Board of Directors
- Serve as advisor to the Board of Directors on program planning. Will assemble information and data and be prepared to present reports as directed by the Board of Directors.
- With assistance of the Board, the Executive Director will be responsible for administering strategic initiatives or work or action plans.
- Works closely with the Adirondack Diversity Initiative, members and the community to include equity throughout all aspects of SLACC's work.
- Leads the staff and board on successful initiatives with the Diversity, Equity, Inclusion, & Belonging Strategic Plan.
- Is responsible for hiring and supervising all Chamber employees.
- Is responsible, with cooperation of the President, Treasurer and Finance committee, for preparing an operating budget, tracking expenditures within the approved budget, and handles the billing and collection of all accounts payable and receivable.
- Develops and maintains beneficial relationships with community organizations, government agencies, and other agencies/entities.
- Schedules and/or attends meetings of community organizations when meetings may involve or affect the purpose and function of the Chamber or projects related to the Chamber.
- Carries out public relations duties including: content creation, distribution, and correspondence including: chamber newsletters, event communication, website, press releases, and social media
- Reviews existing member services and evaluates potential pathways to better serve the Chamber's membership. Ensure communication of member benefits, programs, events and activities to the membership.
- Organizes, leads and manages large complex events including an annual dinner and business conferences.

Successful candidates should identify with the following traits:

- Energized leader, collaborative, active learner, personally accountable, innovative and creative thinker, fiscally responsible, captivating speaker/writer.
- Has an appreciation of how the lack of access to capital suppresses rural economic growth, especially for farmers, microenterprises, Black, Indigenous, and People of Color (BIPOC) entrepreneurs
- Skilled in centering constituent participation in their work.

Preferred Qualifications:

- Three years' experience in a chamber of commerce or similar organization
- Bachelor's Degree in a related field, or equivalent experience
- Strong technical skills; including experience with communication tools and accounting software



- Ability to work evenings and weekends as needed.
- Ability to collect and analyze data and deploy data driven decision making.

Compensation:

- Starting Salary \$58,458
- Additional benefits include Health Insurance, Dental, Vision, Paid Holidays, Paid Time Off
- Flexible Schedule

Interested parties can submit a resume to Rachel Karp, director@slareachamber.org and Chrissie Wais, Vice President, at cnw3@cornell.edu. 3 Professional references will be required upon acceptance of offer.

Application review is on a rolling basis and interviews with qualified candidates will begin Oct 4th.

The Saranac Lake Area Chamber of Commerce welcomes applications of Black, Indigenous, and People of Color as well as other minoritized groups. Nominations of women and nonbinary individuals are similarly encouraged. We strive to create environments that allow for voices that are less often heard to be heard and acknowledge and celebrate the strengths and differences in others.