

JOB TITLE

EXECUTIVE VICE PRESIDENT, CREVE COEUR-OLIVETTE CHAMBER OF COMMERCE

ORGANIZATION OVERVIEW

Creve Coeur and Olivette are thriving municipalities located in St. Louis County, Missouri. The Mission of the Creve Coeur-Olivette Chamber of Commerce is to serve as an advocate for business. The Chamber is the voice of the business community and acts as a liaison between business and government. It studies, informs, monitors and takes action on issues that impact businesses as well as commercial and residential property owners.

The Creve Coeur-Olivette Chamber of Commerce promotes the quality of life of the communities through its publications, website, events and programs, keeping businesses and residents involved and committed to improving the cities and the surrounding communities.

POSITION

We are currently seeking an energetic self-starter, a results-driven leader that is able to promote the businesses, community and Chamber within the St. Louis region. If you are looking for an exciting career that lets you help businesses and charities grow their organizations, we may be a perfect match!

What You'll Do

Position Responsibilities

The Executive Director's role is to lead the Chamber in the following key areas:

- Recruitment and retention of members
- Assuring financial stability of the Chamber both by growing revenue streams and tight control of spending
- Ongoing communication between state and local offices
- Mobilization of grass roots efforts
- Supporting the legislative involvement and engagement of members of the Chamber
- Providing leadership for the Chamber and Board of Directors
- Leading the Chamber's educational programs
- Lead and manage Chamber employees
- Actively engage with Creve Coeur and Olivette city governments
- Provide regular reports on city activities including zoning and building changes

What We Are Looking For

Experience and Skills

- 4-year college degree and/or equivalent experience
- Enthusiasm!
- Excellent communication and organizational skills
- At least 3 years of outside development or sales experience
- Experience in non-profit organization fund raising & event planning required
- Experience at a Chamber of Commerce a plus

- Excellent listening and professional customer service skills
- Ability to prioritize and manage multiple tasks with strong organizational skills
- Professional appearance and demeanor
- Ability to be flexible and accept new responsibilities
- Reliable transportation and valid driver's license
- Proficiency in utilizing the internet, Microsoft Word, Excel, PPT, Publisher, Google Docs, Email Marketing Platforms, and social media in a professional setting
- Ability to move and/or lift up to 25 lbs

COMPENSATION

- Competitive base salary
- Competitive benefits package

WHAT'S NEXT?

If you have this experience and skills and enjoy helping businesses, charities and communities thrive and grow, forward your resume for our review and consideration. Please include your contact information, references and your availability.

CONTACT

To learn more about the position, please contact the Chamber representative, Mo Riad, at info@cchamber.com.