



Executive Director

The Chamber of Commerce has an immediate opening for an Executive Director. Are you seeking a part-time position that allows you to make a local impact in Middleton? As the Executive Director of Middleton Chamber of Commerce, you'll be able to do just that. This is an exciting position that interfaces with leaders at all levels of Middleton, delivers powerful programming for businesses while also being a conduit for Middleton residents and visitors alike.

The Middleton Chamber of Commerce is seeking a dynamic, values-driven leader to step into the role of Executive Director. The Chamber's Executive Director must be skilled at relationship building, interfacing with the public, fundraising, membership development and leading a team.

What are we asking of you?

- Ability to quickly build rapport and trust with all Middleton Chamber members and businesses
- Effective representative and advocate on behalf of area businesses, local tourism, and the vitality of the community
- Demonstrated ability of a coaching approach when working with members and businesses
- Strong organizational skills, high sense of urgency and ability to successfully multitask
- Maintains the financial viability of the Chamber –maintains an accurate reflection of the financial status and condition of the Chamber and ensures that such records and books of account are reviewed monthly by the board
- Self-motivated and ability to work both independently and collaboratively
- Intermediate level proficiency with Microsoft Office Suite
- Utilize social media for exposure and promoting our local businesses
- Ability to work flexible hours to lead/support all Chamber and related activities
- Ability to drive to client locations throughout Middleton and parts of Canyon County

About Middleton Chamber of Commerce

The Middleton Chamber of Commerce Inc. is organized for the purpose of serving and advancing the civic and business interests of the City of Middleton. The Middleton Chamber of Commerce consists of a volunteer association of business people who coordinate efforts of commerce, industry and professions to maintain a healthy business in our community. The chamber helps to promote a better understanding of private enterprise. We are financed by membership investments and community events and are open to any business deciding to invest in the betterment of the community. www.middletonchamber.org

Job Type: Part-time (10 hours a week)

Location: Work from Home

Compensation: \$15 an hour. No other benefits are available currently.