

Job Title: Chamber Director

Reports To: Chamber of Commerce Board of Directors

Location: Gretna, NE

Employment Type: Full-Time 35+ hours

Salary: \$50,000+ Annually, based on experience

Job Summary:

The Chamber Director serves as the liaison between the Gretna community and businesses in Gretna, a membership-based organization with over 350 members. The Director is responsible for implementing the strategic vision of the Chamber, managing daily operations, representing the business community, and driving initiatives that promote economic growth and community development in a town of 10,000 residents.

Reporting to and working closely with the Chamber Board, the Chamber Director is responsible for day-to-day implementation of the Chambers' action plans related to community relations, outreach, events and volunteer coordination. This individual should have excellent communication skills, who will play the lead role in planning and delivering our major events and who will support and promote outreach efforts throughout the community. Must operate within the by laws and policies of the Gretna Chamber.

Key Responsibilities:

Leadership & Strategy

- Develop and implement the Chamber's strategic plan in alignment with the Board's vision and goals.
- Foster positive relationships with local government, economic development, civic leaders, media, and regional/state organizations.

Membership Management

- Maintain and grow membership through outreach, engagement, and retention initiatives.
- Develop and execute member services, benefits, and events that deliver value and visibility.
- Communicate regularly with members to understand their needs and provide timely support.
- Management, invoicing and collection of Member Dues.

Operations & Administration

- Oversee day-to-day operations of the Chamber office, phone calls, email, mail, etc. and staff (if applicable).
- Coordinate with the Board on policy matters, reporting, budgets, financial reporting, compliance with by-laws and organizational oversight.
- Perform other duties as assigned by the Board.

Programs & Events

- Help organize and assist Board members with events such as networking mixers, business expos, luncheons, and training seminars.
- Collaborate with local partners to promote tourism, economic development, and workforce initiatives to support our businesses and community.
- Encourage the Chamber's participation in community festivals, ribbon cuttings, and public relations activities.
- Serve as the spokesperson for chamber events, should the president/vice president be unavailable.

Marketing & Communication

- Create & manage digital and print communications including newsletters, social media, chamber website, chamber business directory and community calendar.
- Promote member businesses throughout the Gretna Community.

Qualifications:

- Bachelor's degree in Business Administration, Public Relations, Marketing, or related field (preferred).
- 3+ years of leadership experience in nonprofit management, community development, or business administration.
- Strong communication and public speaking skills.
- Experience with event planning, fundraising efforts, marketing tools, budgets and member management is a plus.
- Must possess a valid driver's license and be willing to work various hours that may include evenings and/or weekends.
- Experience with data-based systems, website content management, social media content creation and office programs (word, excel, power point, etc.)
- Ability to lift up to 50lbs as needed.

Compensation:

Competitive salary based on experience. Benefits include paid time off, paid holidays, and professional development support.