

**Lake City / Hinsdale County Chamber of Commerce**  
**JOB DESCRIPTION**

**Title:** Lake City/Hinsdale County Chamber of Commerce Executive Director

**Reports to:** Lake City/Hinsdale County Chamber of Commerce Board of Directors

**Status:** Year around, full time

**BACKGROUND:** Lake City is located in the heart of the San Juan Mountains of Colorado. It is known as “the most remote place in the lower 48” giving it a unique position for outdoor adventure. Boasting 5 peaks over 14,000 feet in elevation, and 20 peaks over 13,000, the area is also riddled with rivers and lakes. Tourism is the primary economic driver with visitors participating mostly in hiking, mountaineering, 4 wheel driving, fishing, ice-climbing, back-country skiing and snowmobiling. A lively arts community thrives in the area and a robust events calendar keeps locals and visitors alike busy with adventure.

**OVERVIEW:** The Chamber of Commerce Executive Director is responsible for the full range of Chamber and Visitor Center activities and coordination of the Chamber’s program of work. The Executive Director plays a role in supporting the Chamber Members as well as the day-to-day operations of the Visitor’s Center and Chamber. The Executive Director is responsible for the direction of staff, volunteers and all Chamber committees in the implementation of programs and activities of the Chamber and Visitors Center.

**RESPONSIBILITIES:**

**Planning:** The Director maintains systems and cycles of strategic planning, tactical planning and organizational review.

**Chamber Member support/promotion:** The Director insures that current an accurate information about each Member is maintained on the [www.LakeCity.com](http://www.LakeCity.com) website, in the Hinsdale County Visitors Guide, in the lodging Binders and in the Visitor Center. The Director actively promotes the Chamber Members especially through the Chamber’s programing and events. The Director promotes continued Chamber Membership and insures that concerns and ideas from Members are shared with the Board and appropriate committees for consideration and resolution.

**Staff and Volunteer Management:** Oversees all staff and volunteers including recruitment, training, supervising, directing work flow. Insures proper recording of work/volunteer time and proper administration of payroll.

**Facilities Management:** The Director insures that the offices, storage and signage of the Chamber, the Visitor Center and all the surrounding grounds and parking are maintained in a safe and stable manner. This includes managing repair and maintenance contractors and insuring that proper and regular janitorial tasks are performed.

**Board of Directors Support:** The Director is accountable and actively engages with the President of the Board and Board of Directors and Board Committees. This includes partnering with the Board President and Committee Chairpersons to prepare meeting agendas and manage work task lists for projects and programs.

**Report Generation:** The Director is responsible for generating and presenting a monthly Director's Report to the Board of Directors, and is also responsible for generating and submitting all reports required for the proper legal and financial operations of the organization including reports required for the Bingo license, liability and event insurance and the Colorado Search and Rescue Cards.

**Financial Management:** The Director is responsible for the management and direction of revenue development, with an emphasis on increasing revenue through Memberships, events and other sources. Oversees all financial affairs with an emphasis on revenue growth and profitable operations. Assists the Board in annual budget development and insures organization compliance with the budget. Adheres to the spending authority requirements of the Chamber.

**Visitor Center Management:** The Director insures that the Visitor Center is stocked with current and comprehensive information about Hinsdale County and the surrounding area, and that proper operating hours are maintained and the Center is staffed with trained and informative personnel. The Director is expected to work in the Visitor Center regularly especially during the slower shoulder and winter seasons. The Director actively recruits volunteers to assist with the Visitor Center operation and customer service provided to visitors. The Director maintains and manages inventory within the Visitor Center including maps, guides and visitor souvenirs.

**Event production:** The Director provides oversight and management of Chamber events including but not limited to planning, managing budgets and task lists, assigning duties to staff and volunteers, securing proper licenses and permits, and managing contractors and rentals. The Director works closely with the Chamber Events Committee to insure events success and profitability, including the development of new events.

**Community Event Calendar management:** The Director maintains a current and accurate County wide calendar of events on the [www.LakeCity.com](http://www.LakeCity.com) website and in print format distributed widely throughout the County. The Director actively seeks content throughout the year and insures that all pertinent information is displayed correctly.

**Community Relations:** The Director serves as the "face of the Chamber", acting as a community leader and ambassador for Hinsdale County business development and advocacy. The Director is the strategic leader who collaborates closely with other business and community organizations with the goal of improving the business climate and supporting the success of the

Chamber Members. The Director maintains great relationships with other neighboring Chambers and community related organizations.

**Other:** The Director performs additional tasks and duties as appropriately assigned or requested.

**QUALIFICATIONS:**

Bachelor's Degree, or equivalent, in related field plus related professional experience.  
Proven business acumen and understanding of the goals and challenges of member businesses.  
Experience with non-profit management and understanding of the non-profit organizational structure and operations.  
Experience in event development and production.  
Proven Leadership skills and talents.  
Staff and Volunteer Management experience  
Financial and budget management experience  
Proven ability to create teamwork and collaboration amongst a wide variety of individuals, organizations and government entities.  
Ability to be productively self-managed and motivated.  
Proven ability at effective written and oral communications  
Abundant enthusiasm and ambition  
Ability to use multiple types of software especially the Microsoft Suite.

**Salary:**

Salary is commensurate with experience.

**To Confidentially Submit Interest:**

Please submit cover letter and resume' no later than December 1, 2017.

Emailed documents may be sent to: [Chamber@LakeCity.com](mailto:Chamber@LakeCity.com) or mailed to: Lake City Chamber of Commerce, 800 Gunnison Ave, Lake City, CO 81235