

**Organization:**

The San Juan Capistrano Chamber of Commerce is a private, non-profit organization serving the needs of the business community in San Juan Capistrano, CA. Founded in 1921, the Chamber has been working to enhance the community through economic development for nearly 100 years. The Chamber has a Board of Directors made up of 10 local professionals and the staff includes one full time (this) position and two part time and has an annual budget of approximately \$200,000.

**City:**

Located in the heart of southern Orange County, San Juan Capistrano is a diverse and historic community that welcomes hundreds of thousands of visitors per year. The City is home to 35,000 residents and prides itself on maintaining its unique charm, equestrian/Western heritage and village like feel.

**Overview of Duties:** The Executive Director is the chief executive and administrative officer of the Chamber. The Executive Director is responsible to the Board of Directors for the management and coordination of chamber activities, events, and the program of work; organizational structure and procedures; motivation of volunteers; membership retention as well as communicating strategies for membership growth; employment, training and supervision of staff; interpretation of policy and long range planning.

The Executive Director is responsible for all accounting and financial reporting for the chamber and responsible for all general, project, various councils, and chamber event budgets. He/she will oversee efforts to execute the contracted work for the City of San Juan Capistrano relative to tourism promotion and economic development.

The Executive Director is responsible for maintaining continued visibility in the community along with achieving the goals set forth by the chamber Board of Directors. The Executive Director provides leadership in the community and acts as the liaison for the chamber to City government regarding the needs of the business community. He/she will monitor City Council/Commission agendas and attend as needed to represent the organization.

The Executive Director is expected to raise sponsorship funds and identify new revenue streams. He/she is expected to represent the Chamber in working with other community groups and attend public events when appropriate. The Executive Director will work to make programs and events valuable, current, and useful for the Chamber's constituency.

Compensation to be proportionate with small-scale non-profit operation with three staff members. Includes base salary and potential performance incentive bonus structure. Chamber budget and compensation package will be discussed with qualified candidates.

**Requirements:**

1. Any combination of education and experience equivalent to a bachelor's degree in public or business administration, marketing or related field.
2. Five years of work experience in nonprofit, public administration, management, or economic development including staff and employee management experience.
3. Experience and knowledge of finance, budgeting, marketing and analytical and statistical skills.
4. Experience in the planning and coordination of events.
5. Experience working with boards or other governing bodies, committees, and volunteers.
6. Chamber, Business District or Commercial Association experience preferred.
7. Experience with assuming high public visibility and working with the media and the public
8. Excellent written, verbal, and presentation skills.
9. Strong skills in Microsoft Office software and Chamber Master.
10. WACE Academy / US Chamber Institute Graduate preferred

Please send résumé, cover letter and salary requirements/proposal to [execsearch@sanjuanchamber.com](mailto:execsearch@sanjuanchamber.com) by Wed. June 28, 2017.