

The Great Falls Regional Chamber of Commerce (GFRCC) is seeking to hire a Director to assume oversight for Strategic, Operational, and Financial performance of the Chamber. The Director reports to the Chamber Board and provides leadership to GFRCC.

Based in Bellows Falls, VT, The Great Falls Regional Chamber of Commerce represents the business interests of several communities in the Connecticut River Valley. The Director will play a major part in maintaining and growing the membership within this region.

We are looking for an outgoing people person who is:

- Energetic and self-motivated, who can make this position their own
- Able to communicate with individuals and groups
- Has good organizational and time management skills
- Knowledgeable of the area
- Marketing Knowledge is desirable
- Tech savvy including financial systems and social media

Primary responsibilities include:

Membership

- Maintain and build relationship with current chamber members
- Recruit new members

Budget

- Oversee the general finances of the Chamber
- Develop an annual budget to be approved by the Chamber Board
- Lead the fund-raising activities for the Chamber

Staffing

- Hire and manage chamber staff
- Oversee docent volunteer staff

Events

- Plan and execute Events and Festivals with the support of the Board including the Chamber's premier event, The Southern Vermont Flannel Festival
- Obtain sponsorships, Coordinate marketing materials
- Coordinate volunteers

Advocacy

- Advocate for the needs of chamber members within their local communities and the region through advocacy with local and state governmental agencies

Education

- Arrange seminars and speakers to assist members in growing their businesses

Community Outreach

- Work within the local communities to ensure the Chamber is visible and approachable to the local citizens.

Hours: Approximately 20 - 30 Hours/Week

If interested, please submit a cover letter and resume to: director@GFRCC.org