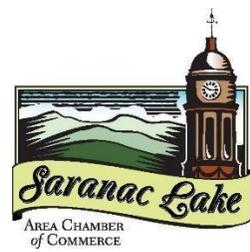


**Position:** Executive Director  
**Reports To:** President, Executive Committee, Board of Directors  
**Status:** Salaried, Exempt



**Position Description:**

The candidate has substantive experience addressing the economic challenges facing rural, minoritized and underserved populations, especially after the economic upheaval caused by the COVID-19 pandemic. The candidate will have experience in implementing long term strategic initiatives and programs. The Chamber has recently developed a three-year plan that the successful candidate will be responsible for carrying forward.

**Duties:**

- Serves as chief administrative and executive officer to the Board of Directors
- Serve as advisor to the Board of Directors on program planning. Will assemble information and data and be prepared to present reports as directed by the Board of Directors.
- With assistance of the Board, the Executive Director will be responsible for administering strategic initiatives or work or action plans.
- Works closely with the Adirondack Diversity Initiative, members and the community to include equity throughout all aspects of SLACC's work.
- Is responsible for hiring and supervising all Chamber employees.
- Is responsible, with cooperation of the President, Treasurer and Finance committee, for preparing an operating budget, tracking expenditures within the approved budget, and handles the billing and collection of all accounts payable and receivable.
- Develops and maintains beneficial relationships with community organizations, government agencies, and other agencies/entities.
- Schedules and/or attends meetings of community organizations when meetings may involve or affect the purpose and function of the Chamber or projects related to the Chamber.
- Carries out public relations duties including: content creation, distribution, and correspondence including; chamber newsletters, event communication, website, press releases, and social media
- Reviews existing member services and evaluates potential pathways to better serve the Chamber's membership. Ensure communication of member benefits, programs, events and activities to the membership.

**Successful candidates should identify with the following traits:**

- Energized leader, collaborative, active learner, personally accountable, innovative and creative thinker, fiscally responsible, captivating speaker/writer, an appreciation of how the lack of access to capital suppresses rural economic growth, especially for farmers, microenterprises, Black, Indigenous, and People of Color (BIPOC) entrepreneurs, skilled in centering constituent participation in their work.

**Preferred Qualifications:**

- Three years' experience in a chamber of commerce or similar organization
- Bachelor's Degree in a related field, or equivalent experience
- Strong technical skills; including experience with communication tools and accounting software
- Ability to work evenings and weekends

Interested parties can submit questions or a digital cover letter, resume, and 3 professional references to Patrick Murphy, [director@slareachamber.org](mailto:director@slareachamber.org) or Dani Delaini, Vice President at [ddelaini@adirondack.org](mailto:ddelaini@adirondack.org).

The Saranac Lake Area Chamber of Commerce welcomes applications of Black, Indigenous, and People of Color as well as other minoritized groups. Nominations of women and nonbinary individuals are similarly encouraged. We strive to create environments that allow for voices that are less often heard to be heard and acknowledge and celebrate the strengths and differences in others.