

Fenton Area Chamber of Commerce

Position: Executive Director

Fenton Area Chamber of Commerce Mission Statement:

The Fenton Area Chamber of Commerce Mission is to: Promote, Support, and Represent Business for the Betterment of our Members and the Community

Purpose of Position:

The Fenton Area Chamber of Commerce is a thriving, cutting edge, fast paced Chamber in St Louis County and is seeking an Executive Director to be the face of the Chamber to the community and support the FACC Board of Directors in achieving growth and success for the Chamber. This person should be friendly, outgoing, community driven, self-motivated, extremely organized as well as possess strong leadership, communication and management skills.

Scope and Responsibilities:

The Executive Director will be responsible to the board of directors for the full range of activities – coordination and implementation of Board of Director's Annual Strategic Plan; organizational structure and procedures; employment, training and supervision of staff; interpretation of policy; long range planning; relationship building with members and community at large.

The Executive Director shall be a non-voting member of all committees and the board of directors. The Executive Director serves as advisor to the officers and committee chairs, guiding the development of the Chamber's overall program of work and manages the daily operations and administration of Chamber office including (but not limited to) maintaining quarters as well as the assembling and implementation of all reports, minutes, and budgets.

Salary Range:

Range \$55,000 – \$65,000

Accepting online applications only.

Please send all inquiries, applications and resumes to:

Info@getontargetnow.com