

Executive Director – Boyne Area Chamber of Commerce  
Boyne City, Michigan

[www.boynechamber.com](http://www.boynechamber.com)

The Executive Director is responsible for the planning, organizing and overseeing a range of services and events for its members. Key components include:

- Identifying common needs among local small business owners and arranging lectures, workshops and training seminars on different management issues and opportunities
- Maintaining the chamber's website that features local business news and a membership directory that is available to the public and potential new customers and clients
- Planning, organizing and overseeing regular social networking events that offer members a chance to network and share information and ideas
- Managing the annual award programs that showcase businesses and business leaders
- Advocating for business owners and oppose measures that restrict opportunities by attending city and council meetings in the area.
- Strengthening community ties and attracting visitors by planning community events such as parades, festivals and more.

An ideal candidate will possess a bachelor's degree in Business or Marketing, experience with strategic planning, budgets and finance, a comfort with public speaking, and a strong intermediate or advanced practical knowledge of MS Office and social media platforms.

Interested candidates should submit a letter and their resume to Board President Emily Wilmot - [ewilmot@korthaseflinn.com](mailto:ewilmot@korthaseflinn.com).