

Position Available

EXECUTIVE DIRECTOR FAIRFAX CHAMBER OF COMMERCE

The Fairfax Chamber of Commerce is seeking a new Executive Director. This is a part-time position requiring a minimum of 15 hours per week. The pay is \$1,200 monthly and the duties include the following activities:

ADMINISTRATION

- Manage correspondence including pickups from the Chamber's P.O. Box
- Pay bills, generate any invoicing
- Manage online accounting system entries as well as generating financial reports, budgets, etc
- Handle Banking
- Respond to email and phone communications daily
- Maintain online membership database
- Maintain files and records – membership; events; projects; annual letters; budgets; meeting notes; insurance policies, bank records, tax returns, etc.

MEMBERSHIP

- Establish a regular Chamber presence by visiting town businesses
- Manage code setup & data updates in online membership database system
- Handle membership renewal procedures/mailings
- Solicit new members to join
- Annual mailing along with town business license renewal mailing

MEETINGS & EVENTS

- Monthly Board Meetings: plan monthly board meetings, agendas, hand-outs, budget updates, guest presenters, etc.
- Mixers: manage quarterly mixers (Spring, Summer, Fall)
- Annual Holiday Party & Silent Auction (Dec)
- Fairfax Wine Stroll
- Fairfax Brewfest (minor participation organizationally)
- Organize and/or participate in various other events: Streets for People, Town Picnic, Fairfax Festival, Halloween Parade, Holiday Horse & Wagon Ride, etc.

ADVOCACY

- Monthly Town-Chamber Meetings
- Occasional appearances at Town Council meetings
- Interface with local businesses about their issues

COMMUNICATIONS

- Coordinate with other town and county entities, organizations, nonprofits such as: Spirit of Marin, County Supervisor, other Chambers, Small Business Development Corporation (SBDC) & SBA; Best of Marin event with Pacific Sun, etc.
- Bi-Monthly publication of online newsletter: Business Bulletin
- Annual publication of Town Guide booklet
- Maintenance and revisions to Chamber website
- Update (along with others) and maintain Facebook page/events
- Managing PR with various media from time to time

CURRENT SKILLSETS OF THE EXECUTIVE DIRECTOR POSITION:

- online membership management system (Neon Z2)
- online accounting system (Quickbooks)
- online newsletter (Constant Contact)
- website development and maintenance (Wordpress)
- facebook maintenance & postings, along with others (Facebook)
- online file sharing (Google Drive)
- Microsoft Office Suite (Word, Excel, Powerpoint)

Please provide resume and cover letter telling us about yourself, professional experiences and personal interests.

Email to David Smadbeck: David@MarinProp.com

Thank you.