

Vacancy Announcement  
Executive Director

The Indian Valley Chamber of Commerce, Souderton, PA has served the Indian Valley Communities (Souderton, Telford, Franconia, Lower Salford, Upper Salford, Hatfield, Skippack, Towamencin, Rockhill, Hilltown and Salford) for over 40 years. Our membership consists of businesses and individuals dedicated to promoting a favorable economic climate and enhancing the quality of life in the Indian Valley Area.

The Chamber is currently seeking a high energy, dynamic individual, who can lead the organization and provide members with outstanding service and opportunities in a challenging business, political, and economic climate to fill the role of Executive Director. This position is responsible for providing highly visible leadership and building upon the Chamber's strong reputation in all issues related to the local economy and community vitality.

Duties include overall responsibility for management of operations and administration; budgeting and financial record keeping; development and marketing programs; long-term strategic planning; oversight of all Board-directed initiatives and staff leadership. In addition, the director has direct responsibility for the Government Affairs efforts and serves as the strategic link between the Chamber, its board of directors, and community.

Qualifications:

- Bachelor Degree in business, management, economics, political science, communications, public administration, or other related field preferred
- At least three years' experience in a responsible position at a chamber of commerce or other similar civic, community or non-profit organization.
- Experience in developing and managing budgets
- Proficiency in the use of Internet, Social Media and Microsoft Office tools (Word, Access, Excel and PowerPoint) and QuickBooks
- Superior communication and presentation skills
- Proven ability for setting goals and objectives, planning and tracking multiple projects, interpreting data, and holding people accountable for results
- Leadership skills sufficient to gain the trust and confidence of Chamber stakeholders

Send resumes, salary requirements and three references to [sharonm@indianvalleychamber.com](mailto:sharonm@indianvalleychamber.com) by May 8, 2015. The Indian Valley Chamber of Commerce is an Equal Opportunity Employer.