



Position

The Fruita Chamber of Commerce is seeking a Full-Time Executive Director to manage the Chamber and special events that the Chamber produces.

City Summary

The city of Fruita is located amidst a growing mountain biking, hiking and outdoor recreation area in western Colorado. Found in Mesa County, Fruita is known for its historic role as an agricultural and business center with a unique “hometown” character and sense of community. With a population approaching 14,000, Fruita provides energetic living options, focused working environments and countless nearby recreational opportunities.

Chamber Overview

The Fruita Chamber of Commerce has a steady focus on membership attraction and retention, while continually providing a host of programs and services designed to help businesses of all sizes grow and prosper. Currently the Chamber of Commerce produces six community events excluding business events, and manages a budget of approximately \$250,000. The Fruita Chamber is a non-profit, non-governmental, membership driven organization with a strong contingency of over 300 members.

Required Skills

- Bachelor’s Degree or equivalent professional experience required; preferred certifications include: Certified Economic Developer (CEcD), Certified Chamber Executive (CCE), and Economic Development Finance Professional (EDFP).
- Chamber, non-profit or association-related experience.
- Special-event production, planning, budgeting and marketing experience. Leadership experience and office management in a team environment.
- Possess skills in attracting and leading staff, volunteers and board in performance-based organizations.
- Experience in negotiations and interaction with government and group entities.
- Experience in budgeting, P&L management. QuickBooks experience preferred.
- Proficient in Microsoft Office programs including Excel and Word.
- Capable of maintaining sensitive and confidential information.
- Ability to effectively communicate through written materials and public speaking.

Key Responsibilities

- Maintain financial stability of the Chamber and perform proper accounting practices, including an annual budget, monthly financial information, membership dues, and oversee the contract bookkeeper.

- Produce special educational events and training sessions, Business Expo, Annual Meeting, Annual Banquet and bi-monthly trainings.
- Meet with and maintain positive communication channels with members.
- Provide energetic and positive leadership of staff and volunteers.
- Recruit new members and upgrade membership levels to grow the chamber base.
- Maintain a strong, positive relationship with the City of Fruita.
- Work with staff to develop appropriate membership levels, sponsorship opportunities, and membership benefits.
- Oversee work of membership coordinator and administrative assistant.
- Research and execute new revenue streams for the chamber.
- Assist existing businesses with growth opportunities, education & mentoring.
- Negotiate with outside event producers for events such as bike tours, concerts or media events.
- Represent the Chamber of Commerce at various community events, meetings, and special appearances while maintaining the highest level of professionalism.
- Maintain a vibrant and informative website and social media presence.

Compensation & Benefits

- Competitive salary, commensurate with experience and qualifications
- Health insurance stipend

Deadline for submission of resume is February 19, 2018.

Please submit a Cover letter, Resume, & Professional References through one of the following methods:

- a. Fruita Chamber of Commerce
P.O. Box 550
Fruita, CO 81521
- b. Email cofrontoffice@payprosnv.com place this subject in the cover line of your email please: RE: Fruita Chamber Executive Director Position
- c. Further Chamber information and downloadable job description details available at www.fruitachamber.org under the “Job Listing” section within the “Area Info” menu.