



MACKINAW CITY
CHAMBER OF COMMERCE
MACKINAWCHAMBER.COM

Job Title: Executive Director

Reports to: Board of Directors

Job Type: Full-Time/Year-Round

Job Summary

The Executive Director serves as the primary leader of the Greater Mackinaw City Chamber of Commerce. This individual is responsible for overseeing the organization's administration, programs, and strategic planning. Key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors and represents and advocates for businesses and employers in and around the Mackinaw City, Michigan community. The Executive Director also manages the day-to-day operations of the Greater Mackinaw City Chamber of Commerce and Visitor Center and must demonstrate commitment to the organization's mission.

The Mission of the Greater Mackinaw City Chamber of Commerce is to encourage business excellence and foster community vitality. Through collaboration, programming, advocacy, and promotion, we strive to enhance the quality of life for all who live, work, and visit Mackinaw City.

Roles and Responsibilities

- Provide visionary leadership to the organization, fostering a culture of excellence and community.
- Develop and implement strategic plans that align with the organization's mission and vision.
- Oversee and provide support for the daily operations of the Chamber of Commerce and Visitor Center.
- Lead business development efforts to identify new opportunities for growth and partnerships.
- Prepare and manage budgets and financial resources effectively to ensure sustainability.
- Represent the organization at Chamber of Commerce - sponsored programs and events, community events, meetings, and conferences to promote its mission professionally.
- Attend and assist in the preparation of material for meetings of the Board of Directors, Ambassadors, and various other board and committee obligations.
- Lead and assist with all events from planning and set-up to completion.
- Maintain effective working relationships with the Chamber of Commerce Board of Directors, staff, membership, and volunteers.
- Ability to retain relationships with local units of government, civic groups, committees, and the public.

Preferred Knowledge, Skills, and Abilities

- Ability to communicate clearly and concisely, both orally and in writing.
- Possess general knowledge of business practices, operations, and needs.
- Long-range planning and goal-setting capabilities.
- Proficient in Microsoft Office, email platforms, social media management, website maintenance, and relevant software tools needed for the job.
- Excellent organizational skills with acute attention to detail.
- Ability to work independently and take initiative.

Additional Experience and Qualifications

- Education Level – bachelor’s degree in a related discipline or comparable experience preferred (business, marketing, public relations, communications, non-profit management).
- Proven experience in a leadership role with a focus on business and community development.
- Strong event and program management skills with successful implementation.
- Proficient in strategic planning, operations management, and process improvement methodologies.
- Friendly and enthusiastic, able to build and maintain a trusted and respected presence in the community through relationship building.
- Must demonstrate resilience and maintain professionalism in challenging situations.
- Use personal vehicle to attend and support Chamber of Commerce-sponsored events.
- The use of a personal cell phone is sometimes necessary.
- Have the ability to work flexible hours, including some evenings, early mornings, weekends, and holidays.

Benefits

- 1-week paid vacation the first year of employment
- 2-week paid vacation after the first year of employment
- Sick and bereavement paid time off as necessary
- Flex time off as necessary due to events outside of normal working hours
- Flexibility for remote work during the winter season (After the 2nd weekend in December through March)
- Mileage reimbursement (current state of Michigan mileage reimbursement rate)
- Cell phone stipend (\$35/month)

Schedule and Pay:

- Full-time, year-round position
- 40 hours per week
- Salary is commensurate with experience
- Bonus and Commission potential

This is an exciting opportunity for an accomplished leader passionate about making a difference in our community. We encourage you to apply if you are ready to take on this challenge. Please send letters of interest and resumes to the Greater Mackinaw City Chamber of Commerce, Attn: Michelle Walk, Board of Directors President via email at info@mackinawchamber.com with “ED Position” in the subject line. The Greater Mackinaw City Chamber of Commerce Board of Directors hiring committee will be accepting applications through Friday, November 8th, or until the position is filled.