

Executive Director - Jackson County Chamber of Commerce

The Jackson County Chamber of Commerce is seeking a dynamic visionary leader to serve as its next Executive Director.

Located approximately forty-five miles southwest of Asheville NC, Jackson County is the fastest growing county in Western North Carolina, experiencing expansion in both population and business development. Sylva is the county seat, and home of the Jackson County Chamber of Commerce headquarters. With an expanding population, the area is a desirable destination for families, professionals, and businesses. Jackson County has a diverse economy and a robust network of small businesses that contribute to its economic vitality. With a state university, regional community college, and the largest hospital west of Asheville, Jackson County is poised for future growth.

The next Chamber Director will be expected to elevate the Chamber's impact and help define Jackson County's future trajectory. The professional must be an influential, strategic, and relationship-driven leader with a strong business acumen and a passion for community development. Jackson County is positioned for continued growth, making this an exciting time for a new leader to excel in this ever-changing environment. The Director will represent the Chamber through participation on boards and committees locally, regionally and statewide.

The Director will have the opportunity to shape the future of business advocacy and influence economic expansion, and community engagement in one of North Carolina's most beautiful and dynamic regions. By fostering collaboration between businesses, government, and community stakeholders, the Chamber will play a pivotal role in driving business prosperity and innovation throughout the county. With a focus on community collaboration, the Jackson County Chamber connects people and businesses with opportunity, encouraging growth and enhancing the quality of life for all who live, work, and visit Jackson County.

About the Professional Opportunity

The Executive Director will be the public face and chief advocate for Jackson County's business community, engaging with local merchants' associations, businesses, elected officials, and town leaders to foster economic prosperity.

The Director will:

- Collaborate with the Chamber Board of Directors to execute the Chamber's strategic vision to promote business growth, while continuing to serve as the

Jackson County Visitor Center, fulfilling guests' needs in cooperation with the Jackson County Tourism Development Authority.

- Strengthen membership engagement through dynamic programming, value-driven initiatives, and networking opportunities.
- Champion business advocacy efforts and elevate Jackson County's competitive edge.

Key Skills, Traits & Experience:

- Collaborative leader – skilled and proven at bringing diverse groups together to achieve a common goal.
- Analytical thinker – proven long-term organizational planning, execution, assessment of goals and growth.
- Outgoing, extroverted, and engaging – a natural people person who thrives on building relationships and providing exceptional customer service.
- Excellent communicator – both written and verbal, with an eye for detail and accuracy, with the ability to engage stakeholders at all levels.
- Experienced team leader – has successfully managed and led staff to achieve high performance and exceed organizational objectives.
- Drive membership growth and retention through targeted outreach and value-added programs, ensuring the Chamber's financial sustainability and expansion.
- Lead revenue generation initiatives including sponsorship development, fundraising campaigns, membership drives, and grant acquisition.

Education and Experience

A bachelor's degree in a related field is required with a minimum of three to five years of experience managing an organization in a related industry. Work experience should show advanced leadership and problem solving, with ability to skillfully analyze. A willingness to obtain additional education and/or training is necessary.

Special Skills and Requirements

- Effective oral and written communication skills with attention to detail and ability to maintain accurate documentation.
- Software and platform experience: Microsoft Suite, Adobe InDesign, Wix platform, Excel, Canva, Chambermaster, fiscal management software and various social media platforms.
- Requires the need for flexible schedules, including evening, weekend and some holiday work.

- Budget planning, grant writing experience, event organization and execution, and graphic design skills are necessary.
- Must be able to manipulate and operate office equipment and supplies including the ability to lift forty pounds.
- Reasonable accommodation may be made to enable individuals with challenges to perform the essential responsibilities.
- Must hold a valid driver's license and reliable means of transportation.
- The ideal candidate will live in Jackson County, in a surrounding county, or is willing to relocate.

Benefits

The compensation package will include a competitive salary based upon the candidate's level of professional experience. The Chamber also offers a dynamic benefits package, including, but not limited to, paid holidays, paid time off, partial group medical insurance, and retirement plan.

Salary starting at \$72,000

How to Apply

Professionals interested in applying for the position should email a resume and portfolio of work to: jcchamber828@gmail.com. The deadline to apply is May 23, 2025. Each candidate will be considered based on a weighing scale approved by the Search Committee. Candidates chosen to move to the next phase of the process will receive information following the deadline. The start date for the position is planned for June 23, 2025.

If you are a collaborative leader with a proven track record of driving impactful change, we invite you to join us in shaping the future of our vibrant community. This is an unparalleled opportunity for a visionary leader to make a lasting impact on a thriving business community while enjoying all that Jackson County has to offer.