

## **SUPERIOR (CO) CHAMBER OF COMMERCE**

**Position:** Executive Director

**Salary:** \$60,000 – 70,000

**Benefits:** Mileage reimbursement and mobile phone allowance. Flexible scheduling with ability to work from home 1-2 days per week. Professional development.

**Office Address:** 100 Superior Plaza, suite 200, Superior

**Chamber Membership:** 200

**Chamber Budget:** \$200,000

**Total Number of Staff:** 1 full-time, 2 part-time

**Population of Superior:** 13,000

### **Overview:**

Superior is a small, affluent community in East Boulder County – one of several vibrant municipalities that make up the thriving northwest metro area between Boulder and Denver. Long known as a primarily residential community, Superior’s commercial sector is booming with a new and ambitious “Downtown Superior” coming online in the next 2-5 years. Major issues include growth, infrastructure, and the transformation from a charming “small town” chamber to a more modern “3C Chamber” framework.

Learn more about the Superior Chamber’s mission, vision, and new strategic plan [HERE](#).

The executive director will direct the chamber’s efforts as outlined in its 2021 adopted strategic plan, providing: **leadership** to build a next-level business and professional community; **advocacy** to support a high-functioning and vibrant business community and workforce; **sustainability** to foster long-term economic vitality and quality of life; and a **high-value** membership experience.

About half of our members are within Superior, with the other half in surrounding communities. The Superior Chamber’s membership is majority small businesses, so a creative entrepreneurial persona and a commitment to building mutually beneficial relationships are highly valued.

### **Job Responsibilities:**

- 1) Promote the chamber as both a professional resource and a strong community organization, **partnering** with our Town of Superior and nearby communities and chambers to advance a vibrant Boulder County.
- 2) Coordinate **events** (large and small) that meet the strategic goals of the chamber and build a connection between members and the community.
- 3) Implement **marketing** and **communications** activities and programs that promote a compelling, positive image of the chamber and its members.
- 4) Tend to the daily maintenance of the chamber through membership services, financial management and budgeting, and board **operations**.
- 5) **Work independently** on a wide-ranging set of duties. On the same day, you might be pitching for corporate support, doing budget projections, fetching ice for an evening event, marketing high school scholarships, and discussing transportation issues facing the state legislature.
- 6) **Manage** the activities of two half-time staffers and a group of committed volunteers.

### **The ideal candidate will have:**

- Experience leading a chamber of commerce or as a staffer
- Experience in a small business setting
- Budgeting and financial management experience, preferably in a non-profit or association setting

- Strong written and verbal communication skills
- A decisive style, but with a commitment to collaboration

**Experience with any of these technology platforms will be a plus:**

- Chamber Master (membership database)
- Adobe Creative Suite and Canva (DIY design)
- Constant Contact (e-newsletters and eblasts)
- Word Press (website management)
- QuickBooks (although we have an external bookkeeper and accountant)

**How to Apply:** Submit a resume and a cover letter detailing your experience related to the job responsibilities. Please include contact information for at least three references who can speak to your professional accomplishments and skill sets.

**Deadline:** Submit your information via email (no calls please) to [info@superiorchamber.com](mailto:info@superiorchamber.com) with the subject line "ED Search" by **5:00 pm on Friday, June 17, 2021**. Please include your availability to start the position if selected.

**Interviews: June 27-July 1, 2022**

**Anticipated Start Date:** July 22, 2022, preferred.