



**Douglas-Coffee County Chamber of Commerce
actively seeking qualified candidates for the position of
EXECUTIVE DIRECTOR**

Requirements

Minimum of bachelor's degree in Marketing, Business, Economics, or closely related field; supplemented by five (5) years of experience in management, community development, real estate, or economic development; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job

Responsibilities

The Chamber Executive Director is responsible for the day-to-day management and operation of the Douglas-Coffee County Chamber of Commerce including but not limited to:

Manage operations and functions generally associated with chambers of commerce, including implementing the Chamber's program of work as determined by the Chamber Executive Committee

Provide leadership for the Executive Board and Board of Directors

Develop the chamber budget for approval by the CEO

Manage staff and conduct annual performance evaluations

Manage chamber membership database

Maintain ongoing communication with chamber membership

Oversee incentives, benefits and implementation of services for Chamber membership

Manage the Hotel/Motel Tax funding as the Destination Marketing Organization (DMO) to promote tourism for Douglas-Coffee County area

Oversee the Douglas Visitor Information Center

Oversee all marketing services, festivals and events

Oversee the operations of the Main Street Program

Work collaboratively with local, regional and state agencies and participate in collaboratives and professional learning opportunities related to Georgia Chamber and Tourism Associations

Employment and Compensation

The initial and continuing employment and compensation of the Chamber Executive Director shall be as determined by the Chief Executive Officer of the EDA, following consultation with the EDA Board President and the Chamber Board Chairman. Salary commensurate with experience.

Resumes should be submitted to jhenry@douglasga.org

Business is Brewing in Coffee County!