



73 Jefferson Street, Winterset, Iowa 50273

Phone 515-462-1185; Fax 515-462-1393

www.MadisonCounty.com

The Madison County Chamber of Commerce in Winterset, Iowa is seeking applications for its full-time Executive Director position. The Executive Director acts as the chief administrative and operating officer for this county-wide Chamber of Commerce, which currently consists of over 270 members. The person filling this position will oversee existing Chamber programs and assist with coordinating the staffing of events. The position is also responsible for providing strategic planning for the organization and managing finances, staff and program development. Membership recruitment and retention is also a key role along with providing member services. The ability to work with diverse groups of volunteers and having superb oral and written communication skills are essential qualities for the right candidate. Past Chamber experience along with grant writing experience is a plus! You must:

- Be social media savvy
- Enjoy public speaking/visibility
- Able to plan and promote programs
- Understand membership recruitment and retention
- Provide member services
- Be the face and the voice of Madison County

Remuneration:

- This is a full-time, exempt position
- Salary is commensurate with experience
- Pay is bi-weekly in 26 equal payments per year
- Vacation and holidays are defined in the Manual of Operations

Please submit resume and cover letter along with an essay no longer than two pages or video of three minutes on why you love Madison County and how you would promote it by no later than January 21, 2021 to:

Madison County Chamber of Commerce
Executive Director Search
73 Jefferson Street
Winterset, IA 50273

Or email to: exec.dir@madisoncounty.com

www.madisoncounty.com