

EXECUTIVE DIRECTOR

Blue Earth Area Chamber of Commerce & Convention & Visitors Bureau

Reports To:

Chamber Board of Directors and Convention & Visitors Bureau (CVB) Board of Directors

Position Summary

The Executive Director serves as the chief executive and administrative officer of the Blue Earth Area Chamber of Commerce and Convention & Visitors Bureau (CVB). This position provides leadership and oversight of the organization's operations, membership programs, events, finances, staff, marketing efforts, and community partnerships.

Working closely with the Boards of Directors, members, volunteers, businesses, and community leaders, the Executive Director supports a strong local business environment and promotes Blue Earth as a vibrant place to live, work, and visit.

Primary Responsibilities

Leadership & Governance

- Implement Board-approved goals, policies, and initiatives.
- Support Board and committee meetings through preparation of agendas, reports, and recommendations.
- Ensure organizational activities align with established policies and bylaws.

Membership & Community Relations

- Recruit, retain, and engage Chamber members.
- Build and maintain relationships with businesses, community organizations, government entities, and regional partners.
- Serve as a positive representative of the Chamber, CVB, and the Blue Earth community.

Programs, Events & Tourism

- Coordinate and oversee Chamber and CVB programs, events, and activities.
- Work with volunteers, committees, sponsors, and community partners to ensure successful events.
- Support and promote tourism and visitor-related initiatives.

Financial & Operational Management

- Develop and manage annual budgets in partnership with the Boards.
- Monitor revenues, expenses, and financial reporting.
- Oversee daily operations of the Chamber office and Welcome Center.
- Maintain records and ensure confidentiality of financial and operational information.

Staff Leadership & Communications

- Supervise, support, and develop Chamber and Welcome Center staff.
- Coordinate and support volunteers and committee members.
- Oversee marketing, communications, social media, newsletters, and website content.

Other Duties

- Perform additional duties as assigned by the Boards in support of organizational goals and priorities.

Qualifications

The ideal candidate will have:

- Strong communication and relationship-building skills.
- Excellent organizational, time management, and problem-solving abilities.
- Initiative, professionalism, and sound judgment.
- The ability to work independently and collaboratively.
- Proficiency with technology and common office software.
- A positive attitude, willingness to learn, and commitment to community engagement.

Experience in business, nonprofit management, marketing, tourism, community development, customer service, or a related field is preferred. Previous Chamber experience, QuickBooks knowledge, or membership management software experience is beneficial but not required. Equivalent experience and abilities demonstrated will be considered.

Work Requirements

- Valid driver's license and reliable transportation.
 - Availability for occasional evening and weekend meetings or events.
 - Ability to work additional hours as needed to support organizational activities.
 - Occasional travel for professional development and industry-related conferences.
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Equal Opportunity Employer

The Blue Earth Area Chamber of Commerce & Convention & Visitors Bureau is an Equal Opportunity Employer committed to fostering a welcoming, inclusive, and professional environment for employees, members, volunteers, and community partners.