

The Kirksville Area Chamber of Commerce (“the Chamber”) in Kirksville, Missouri is seeking a dynamic leader to become its next Executive Director (ED). The new ED will work with an engaged Board and committed Chamber to drive the Chamber’s mission:

"The mission of the Kirksville Area Chamber of Commerce is to assume a leadership role in advancing the overall business, cultural and civic welfare of the Kirksville area."

The Chamber’s Executive Director is the chief executive and administrative officer and secretary of the Chamber. The ED reports to the Board of Directors. The Executive Director will oversee and manage all aspects of the day-to-day operations of the organization, with a particular focus on maintaining a high level of engagement with membership through a variety of programs and services.

Since 1915, the Kirksville Area Chamber of Commerce has focused its efforts on issues of economic development and community betterment, resulting in a better quality of life for its citizens. With more than 325 members, the Chamber serves as the community connector among its membership and constituents and works to make Kirksville a great place to work, live and play. The Chamber helps members grow their businesses and offers a variety of networking, educational, and training opportunities year-round.

More information about the Chamber, its programs, and partners can be found on its website: www.Kirksvillechamber.com

Compensation:

Salary commensurate with experience. Benefits include paid vacation, sick time, holidays, and possibly health insurance.

Required and Preferred Qualifications:

Required Qualifications:

- Strong record of community involvement
- Knowledge of and enthusiasm for Kirksville and Northeast Missouri
- Desire to become actively involved in Kirksville and the Northeast Missouri community
- Experience leading volunteers
- Superb communication skills including strong English proficiency in oral and written forms
- Computer proficiency including use of Microsoft Office Suite (Word, Excel, Publisher, and Powerpoint) as well as design software.
- Proficiency in social media platforms to promote the Chamber
- Problem solving, prioritization and organizational skills
- Positive, courteous and friendly attitude that projects a positive image of the Chamber

Preferred Qualifications:

- Education: Bachelor's Degree, or equivalent combination of education, training, and experience. Special consideration is given to Chamber-specific training such as U.S. Chamber's Institute for Organization Management or Certified Chamber Executive.
- Three or more years of progressively responsible experience or senior leadership role
- Experience in related fields such as marketing, fundraising, membership, public relations, or volunteer coordination
- Previous experience preparing an annual budget and preparing monthly and yearly financial statements
- Previous board experience
- Experience with an accredited Chamber of Commerce

Position Location:

Permanent residence in Northeast Missouri is a requirement for this position. The position is based at the Kirksville Area Chamber of Commerce office, currently located at 304 S. Franklin Street, Suite 100; telephone (660-665-3766). The office is anticipating a move to an office space at 315 S. Franklin where the Chamber staff will share space with the K-REDI, MREIC and Tourism staff, making it a "one-stop shop" for economic development.

The Kirksville Area Chamber of Commerce is housed in Kirksville, MO and has outreach throughout the entire Northeast Missouri area. Kirksville has a population of 17,500 with the county population totaling 24,000. It is home to Truman State University and A.T. Still University of Health Sciences, the founding school of Osteopathic medicine. Kirksville is the county seat for Adair County and serves as the regional hub of healthcare, education, and retail shopping for surrounding communities within a 40-mile radius of Kirksville.

Residents of Northeast Missouri believe it is the perfect place to live with small-town values of hard-work, friendly people and a cooperative attitude. A previous motto/tagline for the community was "Kirksville - Where People Make the Difference," and that friendly, cooperative spirit is still evidenced today.

With a cost of living below the national average, affordable homes, and a strong public-school system, Kirksville is considered a wonderful place to live, work and play. Many people residing in Kirksville enjoy the proximity to places of employment, with "commute times" averaging under fifteen minutes. Four distinct weather seasons provide a variety of leisure and cultural activities year-round.