



MESQUITE NV. CHAMBER OF COMMERCE SEEKING EXECUTIVE DIRECTOR

The Mesquite NV Chamber of Commerce is looking for a dynamic, creative, and energetic individual to fill our Executive Director position in beautiful Mesquite, Nevada. The Mesquite Chamber of Commerce has been described as the heartbeat of our community. If you're looking for a vibrant, small-town environment with 300 days of sunshine a year to call home, or you already have ties to Mesquite, please contact us.

Summary of Position

The Executive Director is responsible for all leadership and management of Chamber programs, affiliates, staff, budget, operation, and facilities. Key responsibilities also include membership recruitment and retention, community relations, marketing, event planning, and managing office staff (including interviews and hiring). The Executive Director also is the chief spokesperson for the Chamber and must be able to represent and speak for the organization at chamber events and in a manner that develops and enhances the Chamber's credibility as a center of influence and leadership within the business community. The Executive Director reports regularly to the Board of Directors and must possess strong interpersonal and communication skills. He or she must be an effective motivator and consensus builder, and should be energetic, self-motivated, organized, and detail oriented. This is a full time position that may require travel and some work on evenings or weekends. Salary is dependent on experience.

Ideal Qualifications

The ideal candidate will have connections to Mesquite and experience managing a chamber of commerce or another non-profit organization, but these qualifications are not requirements. Other qualifications include proficiency in core accounting principles, Microsoft Office, QuickBooks, and experience using social media sites such as Facebook, Twitter, and LinkedIn. Experience using Chamber Nation and managing and updating an organization's website is also a plus.

Application

To apply, please email your resume and a cover letter to Chamber Board Member Adam Anderson at aanderson@barney-mckenna.com. Paper applications can also be mailed to Mesquite Chamber of Commerce, 11 W Pioneer Blvd, Suite C, Mesquite NV, 89027.