

Position: CEO Kelso Longview Chamber of Commerce

Salary: \$75,000-\$95,000

Benefits: Medical Stipend, Professional Development, IRA Match, Mileage Reimbursement, Service Club Membership

Chamber Membership - 500

Chamber Budget - \$550,000

Total # of Staff - 2 full time, 2 part time

Population of Area Served - 50,000

The cities of Kelso and Longview have shared the area's resources of trees, land and water since their very beginning. Located in Southwest Washington along the scenic Columbia River, Kelso Longview is about 50 miles north of Portland, Oregon and 125 miles south of Seattle. Kelso's population is 15,000 citizens while Longview sustains over 35,000 inhabitants. Each city has an established downtown core that provides a quaint setting for smaller specialty shops, restaurants, and shopping malls. Active industrial areas have room for future growth and both cities are ready for the future. Kelso and Longview offer abundant outdoor activities such as 400 acres of public parks with walking, jogging and bicycle paths, playgrounds and picnic areas. Other activities include fishing, windsurfing, swimming and boating. The neighboring Cascade Mountains and surrounding foothills cater to skiers, hikers and hunters not to mention the proximity to Mount Saint Helens. The community's close proximity to beach resort towns in both Washington and Oregon makes it a perfect vacation headquarters.

The CEO provides leadership and general management for the Kelso Longview Chamber of Commerce, working under the guidelines of the Board of Directors. The CEO manages and directs operations, finances, communications, membership, programs and events for the chamber.

Key Responsibilities

- Help identify strategic direction in concert with the board, create a vision for the Chamber and carry out that vision.
- Develop and implement the Board's annual business plan.
- Direct and oversee community relations with members, elected officials and the public.
- Manage membership development, including recruitment and retention.
- Develop and implement programs to promote the business community.
- Represent and advocate positions of the Chamber to elected officials at the local and state level.
- Manage all chamber financial and operational reporting, including annual budget, monthly reporting to the executive board and chamber board.
- Direct and manage all revenue generation activities/events.
- Recruit, hire, train, manage and evaluate employees.
- Provide administrative services for the Kelso Longview Chamber / Visitor Center.

General Requirements

- Minimum of 5-years comparable executive level experience is required.
- Direct experience in: Revenue growth, marketing, budgeting & financial management, staff development, community & government relations.
- Strong MS Word, Excel & PowerPoint skills; ChamberMaster, Adobe Creative Suite and social media experience desired.

Apply today by emailing a cover letter and resume to ceosearch@kelsolongviewchamber.org

Application Deadline: Tuesday, January 31, 2023