



Chamber Director

Summary:

The Fostoria Area Chamber of Commerce & Visitors Bureau is seeking a Chamber/Small Business Director. The position will work with public and private entities to foster small business and community development through the creation and implementation of programs and resources.

Major Duties:

- Member Relations, including recruitment, retention, engagement, and relationship management
- Small Business & Entrepreneur programs/resources/networking opportunities
- Oversee Fostoria Area Visitors Bureau and tourism related activities
- Facilitate Fostoria Area Safety Council in partnership with Ohio BWC
- Fundraising & Event Coordination
- Downtown Development
- Community Development (areas of arts and culture)
- Oversee Chamber, FAVB and Farmers' Market finances including budget development and adherence
- Build and maintain strong working relationship with Chamber Board of Directors
- Build, foster, and maintain professional relationships with local merchants; assists tenants and property owners
- Advocate public policy on the local, state, and federal level that benefits the membership and provides a nurturing business environment in the region
- Other duties as assigned

Skills & Qualifications:

- Creative thinker with self-starting ability and excellent verbal and written communication skills.
- Experience with Microsoft Office, Google Docs, Word Press, QuickBooks, and social media platforms is required.
- Experience in understanding and developing accurate financial budgets, marketing plans, branding, and all other necessary plans to operate the day to day and long-term actions plans of the Chamber and Joint Strategic Plan.
- Reliable and able to complete tasks in a timely manner.
- Quick learner with the ability to multitask, effectively work with a team and independently.
- Motivational leader who can attract, retain, develop, and empower volunteers.
- Working knowledge of graphic design, social media and marketing experience preferred.

Additional Qualifications:

- Education/Experience: College degree in business, marketing or public relations OR experience in a related field.
- Must have a valid Ohio Driver's License.
- Able to lift ~50 pounds.

Qualified Candidates should send resumes to: Renee Smith, President@Fostoriaedc.org
All resumes should be submitted by June 20, 2023