

The Morrilton Area Chamber of Commerce is currently seeking qualified applicants for the position of President/CEO.

Applicants should send the following documents as one file to [chair.macc@gmail.com](mailto:chair.macc@gmail.com). Incomplete applications will not be considered.

1. Resume
2. Cover letter including applicant's vision for the Morrilton Area
3. Three letters of recommendation

Additionally, applicants may submit economic development certifications and portfolios supporting business, tourism, or program development.

Deadline for application is Monday, January 24, 2022 or until position is filled.

#### Morrilton Area Chamber of Commerce President/CEO Job Description

The Morrilton Area Chamber of Commerce and Conway County Economic Development Boards are seeking a President/CEO to promote and expand tourism and commerce in the Morrilton Area. The President/CEO will provide strategic direction, vision, and management for the programs and personnel of the Morrilton Area Chamber of Commerce.

The President/CEO reports to the Morrilton Area Chamber of Commerce and Conway County Economic Development Corporation Boards of Directors on a monthly basis, additionally, on a regular basis reports to the Joint Executive Directors of aforementioned boards.

The selected candidate will:

1. Promote the unique opportunities in the Morrilton Area
2. Supervise and organize Chamber staff for efficiency and relationship building
3. Regularly engage in public speaking across multiple platforms (radio, TV, social media, etc.) to promote the Morrilton Area
4. Nurture the relationship between the MACC and the CCEDC with AEDC by promptly and professionally completing Requests for Information and by attending conferences and meetings
5. Work with the guidance of the MACC and the CCEDC Boards of Directors
6. Practice a strong understanding of the political landscape for change and collaboration with civic leadership and partner organizations regionally
7. Nurture the unique relationship between tourism and commerce in the Morrilton Area
8. Promote new business and expansion of established business, small and corporate alike, in the Morrilton Area
9. Connect companies with workforce development opportunities

10. Show strong oral and written communication skills
11. Work with civic and other nonprofit groups in the Morrilton Area to diversify and enrich life for all in the Morrilton Area
12. Recognize the importance of and support the educational entities in Conway County
13. Work cooperatively with contracted positions to promote Chamber memberships and multiple relationships in the Morrilton Area.
14. Utilize technology to market the area and for organizational efficiency
15. Use integrity and a strong code of ethics in decision making
16. Work with area tourism agencies such as the Army Corp of Engineers, Arkansas State Parks, and Forest Agencies
17. Show highly developed interpersonal skills and emotional intelligence
18. Be responsible for the overall performance of the Chamber's membership activities including membership acquisition, stewardship and retention
19. Be responsible for philanthropic relations, donor engagement, grant writing, and program growth
20. Most importantly – empower the Morrilton Area

Minimum Requirements – Bachelor degree in marketing, communications, business, or related field.

Preference will be given to candidates with economic development, fundraising, and/or marketing experience. Supervisory experience is beneficial. The selected candidate will be required to live in Conway County. If the selected candidate does not live in Conway County at the time of hiring, there will be a period of relocation not to extend 6 months.

Salary and benefits are commensurate with experience.