



Executive Director – Plymouth Chamber of Commerce

Revised Job Description (February 2026)

Job Summary

The Executive Director serves as the strategic leader and public representative of the Plymouth Chamber of Commerce. This role is responsible for advancing the Chamber's mission, driving local economic development, and promoting tourism. The Executive Director oversees daily operations, financial management, membership growth, and community engagement.

Essential Job Functions

Leadership & Strategy

- Develop, recommend, and implement policies, procedures, and strategies aligned with the Chamber's mission and Board directives.
- Lead execution of the Chamber's Strategic Plan, including committees and initiatives.
- Build and maintain strong relationships with local businesses, government entities, and neighboring chambers.

Financial & Administrative Management

- Prepare and present the annual operating budget to the Board of Directors.
- Manage all financial operations in accordance with the approved budget.
- Provide monthly financial reports and review them with the Board.
- Ensure compliance with all employment, finance, and tax reporting requirements.
- Maintain official organizational records, including board meeting minutes.
- Secure the integrity of Chamber and Tourism finances through proper internal controls.

Operations & Staff Management

- Oversee daily Chamber operations and supervise staff and volunteers.
- Manage office functions, workflow, and resource allocation.

Membership, Marketing & Communications

- Promote Chamber membership through business networking and relationship building.
- Develop and implement marketing strategies to enhance membership value and revenue.
- Oversee all Chamber communications, including press releases, newsletters, and digital content.

- Manage and maintain the Chamber website as a key resource for members and the public.
- Lead social media strategies to increase visibility and community engagement.
- Utilize Ambassador Program and other channels to strengthen communication and outreach.

Events & Community Engagement

- Plan, organize, and secure funding for Chamber and community events.
- Represent the Chamber on community committees as assigned by the Board.
- Provide timely and accurate information to the Board of Directors.

Related Duties

- Support special projects as requested by the Board of Directors.
- Provide backup support for the Tourism/Events Coordinator when needed.
- Pursue professional development related to chamber management, tourism, and economic development.

Qualifications

Education

Bachelor's degree in marketing, business, nonprofit management, communications, or public relations.

Experience

Minimum of five years' experience in chamber of commerce or nonprofit work with demonstrated success in membership development, public relations, financial management and marketing.

Knowledge, Skills & Abilities

- Excellent interpersonal, communication, and public speaking skills.
- Strong organizational and management abilities.
- Proficient in QuickBooks, Microsoft Office, and general office technology.
- Knowledge of the tourism industry and room tax regulations.
- Strong problem-solving skills and business acumen.
- Hands-on experience with social media marketing (e.g., Facebook, LinkedIn, Instagram).

Compensation

- Compensation package includes a competitive salary aligned with experience, as well as the opportunity for vacation and additional benefits.

Interested candidates should submit a cover letter and resume to Courtney Booth, Chamber Board President, at courtney@boothleadership.com