

We're Hiring: Executive Director

Glenwood Lakes Area Chamber of Commerce

Are you passionate about community connection, supporting local businesses, and organizing events that make a difference? The Glenwood Lakes Area Chamber of Commerce is seeking a dynamic, organized, and community-minded individual to serve as our next **Executive Director**.

This is more than a job—it's a chance to lead meaningful projects, build strong partnerships, and play a central role in shaping the vitality of the Glenwood area.

About the Role: The Executive Director oversees the daily operations of the Chamber, supports member businesses, plans community events, and promotes Glenwood as a vibrant place to live, work, and do business.

Key Responsibilities:

- Plan and coordinate community and business events (Chamber Cup Golf Tournament, Rise & Shine networking, Waterama Boardwalk Sales, Salute to Business Awards, and more)
- Oversee Chamber finances using QuickBooks, including budgeting, invoicing, deposits, and reconciliation
- Serve as the public face of the Chamber—build relationships, support members, and engage with the community
- Oversee marketing and communications efforts (email, newsletters, social media, press releases) using tools like Canva and Google Workspace
- Maintain the Chamber website and event registrations using Chamber Nation software
- Collaborate with the Board of Directors, Ambassadors, city officials and community partners
- Manage administrative tasks using Microsoft Office Suite, Outlook, and Google Workspace

Ideal Candidate:

- A strong communicator with a heart for community impact
- Comfortable juggling multiple priorities—event planning, budgeting, marketing, and member relations
- Familiar with or willing to learn QuickBooks for budget reporting, Canva, Microsoft Office, Outlook, and Google Workspace
- Detail-oriented, self-motivated, and resourceful
- Previous experience in event coordination, nonprofit, business leadership, or Chamber work is a plus

Schedule: Monday–Friday, 8:00 AM – 4:30 PM but flexible between 32–40 hours based on candidates needs.

Starting Wage: \$45,000–\$55,000 annually, depending on experience and hours

Location: Glenwood Lakes Area Chamber of Commerce

7 1st Street NW, Glenwood, MN (inside the Welcome Center building)

Website: www.GlenwoodLakesArea.org

Equal Opportunity Employer: The Glenwood Lakes Area Chamber of Commerce is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Accommodations: If you require reasonable accommodation during the application or interview process, please contact us at **chamber@glenwoodlakesarea.org** or call (320) 634-3636.

Wage Disclosure Protection: In accordance with Minnesota law, applicants and employees are free to discuss their wages and are protected from retaliation for doing so.

How to Apply: Send your **resume and cover letter** to chamber@glenwoodlakesarea.org or drop it off/send it to the Chamber office.