



AREA CHAMBER OF COMMERCE & VISITORS BUREAU

Executive Director Recruitment

Sturgis is a community of 7,000 residents located in the northern Black Hills of South Dakota. Known for its annual Sturgis® Motorcycle Rally™ which attracts 500,000 visitors to our community each summer, we are nestled between the prairie and the Black Hills, in close proximity to Bear Butte, numerous lakes and winter ski resorts. Easily accessible through exits on Interstate 90, we are a community connected locally, regionally and even internationally.

Chamber Description:

The Sturgis Area Chamber of Commerce & Visitors Bureau serves more than 300 members from a diverse business background in the greater Sturgis, South Dakota region. We are proud to serve as a home to mom and pop businesses, corporate franchises, farm and ranch operations, non-profit organizations, churches, locally grown businesses and those who have chosen to relocate here. We service a variety of industries from tourism to agriculture, banking to non-profit organizations, and everything in between.

As a Chamber, we host numerous traditional Chamber events each month, including mixers and ribbon cuttings that allow our members to network and learn about each other. Larger scale networking events include our Annual Meeting and the annual Ag Banquet for our agriculture members. We also coordinate the *Leadership Sturgis* program, a multi-week networking and educational program for new leaders in our community. But, we aren't only member focused. We also host community events, including our annual Community picnic and Wednesday Night Movies.

As a Visitors' Bureau, we are the face of the community to our visitors and guests, providing New Resident Welcome Packets, hosting FAM tours, and responding to numerous visitor inquiries on social media, email and telephone calls.

Our voice reaches beyond just our members and visitors. We are honored to serve as their advocate and voice. The Chamber is closely aligned with the City of Sturgis and the Sturgis Economic Development Corporation to attract and recruit new businesses to our growing community. We also serve as the community's point of contact for marketing and research partnership with Buxton.



**Board Description:**

The Board of Directors consists of 10 members who are respected business and community leaders. The Board also consists of 7 ex-officio members who serve in an advisory and supportive capacity for the Board. The Ex-Officio members represent municipal and county governments, the local school district, and the agriculture community at large. The Board makes important policy decision and establishes annual goals for the Chamber as well as for the Chamber staff's day-to-day operations. Staff consists of the Executive Director, Events & Membership Coordinator, and seasonal/part-time receptionists.

Position Description:

The Executive Director is the paid Chief Executive of the Chamber and is responsible for the full range of Chamber activities, in accordance with the organization's policies and procedures and Bylaws. This includes, but is not limited to, tourism promotion, recruitment and maintenance of memberships, vision planning, positive role modeling for the community, coordination of general program of work (i.e. social media, newsletter, website maintenance, marketing, etc.), event planning, training and supervision of staff and volunteers, engagement of members, volunteers and community, and fiscal oversight of income and expenditures.

Position requirements:

A Bachelor's degree in business, marketing, finance, tourism/hospitality, or similar is required. Familiarity with Social Media and traditional marketing platforms, confidence in public speaking roles, willingness to be engaged with the community and organizations including nontraditional meeting hours. Prior non-profit or Chamber experience preferred. Prior management or supervisory experience required.

Benefits & Compensation:

Competitive salary with final offer dependent upon the qualifications and experiences of the successful candidate as well as final Board approval. Benefit package, including moving assistance, is available.

To apply:

Please submit a resume, cover letter and a minimum of three references to the following address. A first review of applicants is anticipated for the week of Monday, July 24th.

Lisa Katzenstein
Attention: Chamber of Commerce Recruitment
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