

**Executive Director**  
**Beverly Chamber of Commerce**

The Beverly Chamber of Commerce is hiring an Executive Director that is responsible for managing the daily activities of a 400 member business organization. Our organization has a knowledgeable, active and supportive board of directors.

The successful candidate will have three or more years experience leading a business organization with multiple programs, fiscal oversight, and employees. Skills are needed in areas of membership growth & retention, planning & running events, seeking out sponsorships, and working with volunteer committees. You will be required to produce monthly newsletters, press releases, & email campaigns. Also, experience with website and social network updating, and other computer applications will be helpful. Previous experience with Chamber or non profit operations is ideal. Additional experience that will be helpful will include working with Beverly businesses, community and civic leaders, and working with a board of directors.

Salary will be based on experience.  
Resumes/Salary Requirements to: Jonathan Arst at  
[jda@MerchantConsultingGroup.com](mailto:jda@MerchantConsultingGroup.com)

or  
Beverly Chamber of Commerce  
c/o Jonathan Arst  
28 Cabot St.  
Beverly, MA 01915

Resumes must be submitted by June 16, 2010. No phone calls please.

We are an Equal Opportunity Employer