

Job Description: Executive Director Rocky Mountain French American Chamber of Commerce

About the Rocky Mountain French American Chamber of Commerce (RMFACC)

The Rocky Mountain French American Chamber of Commerce (RMFACC) is dedicated to fostering economic and cultural ties between France and the Rocky Mountain region of the United States. Covering five states—Arizona, Colorado, New Mexico, Utah, and Wyoming—our mission is to support and promote French-American business opportunities through networking events, educational programs, and community outreach. By facilitating meaningful connections between businesses, professionals, and organizations, we aim to enhance the mutual prosperity of our member communities.

Executive Director Job Description

The RMFACC is searching for a Consultant - a Self-starter with an Entrepreneurial spirit - to fill the duties and tasks of an Executive Director (ED). The ED will report directly to the Board of Directors and is responsible for overseeing the administration, programs, and strategic plan execution of the organization. This role offers significant potential for growth. The Executive Director is not expected to personally execute every task within the organization but will oversee teams, resources, and projects to ensure they align with our mission and goals. You will act as the central point of accountability, offering innovative solutions, fostering collaboration, and driving long-term success. Other key duties include fundraising, marketing, and community outreach.

GENERAL RESPONSIBILITIES

1) Organization Mission and Strategy

- Assists the Board in developing strategic plans and takes responsibility for executing the strategic plan to ensure that RMFACC can successfully fulfill its mission into the future.
- Implements RMFACC's programs that carry out the organization's mission.
- Enhances RMFACC's visibility and reputation by being active and engaged in the community and working closely with other professional, civic, and private organizations.

2) Board Governance

- Works with the board to fulfill the organization's mission.
- Leads RMFACC in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Communicates effectively with the Board, providing timely and accurate information necessary for the Board to function properly and make informed decisions.

3) Financial Performance and Viability

- Develops resources sufficient to ensure the financial health of the organization.
- Responsible for fundraising and developing other revenues necessary to support RMFACC's mission.
- Submits to the Board a proposed annual budget and manages fiscal resources to operate within the approved budget, ensuring maximum resource utilization and maintaining the organization in a positive financial position.

4) Member Relations and Engagement

- Serves as the primary point of contact for members, ensuring their inquiries and requests are addressed promptly and accurately.
- Drives sales and ensures member retention through exceptional service and relationship management.
- Organizes networking and fundraising events to foster community engagement and support organizational goals.

5) Organization Operations

- Responsible for the hiring and retention of competent, qualified staff if needed and approved by the Board of Directors.
- Oversees and implements appropriate resources to ensure effective and efficient operations of the organization.
- Administers effective operations of RMFACC.
- Prepares, reviews, and presents to the Board of Directors for approval all notes, agreements, and other instruments to be entered into by the organization.

Practical day-to-day Job Responsibilities

1. Reports to and works closely with the Board of Directors to seek their involvement in policy decisions, fundraising, and to increase the overall visibility of the organization.
2. Plans and operates the annual budget.
3. Prepares, reviews and presents contracts for services to the Board of Directors.
4. Other duties as assigned by the Board of Directors.
5. Establishes and maintains relationships with various organizations to strategically enhance RMFACC's Mission. Develops positive relationships with other chapters and

- members. Reach out and maintains close relationships with other French local Associations and groups as well as other FACCs around the country.
6. Engages in fundraising and developing other revenues.
 7. Oversees the creation and execution of marketing strategies, including newsletters, social media campaigns, and public relations efforts. Manages, updates and expands our contact list of members and sponsors.
 8. Leads planning activities and project management for major RMFACC events (such as Beaujolais): scouting venues, contract negotiations, permits, event set-up & breakdown etc.
 9. Develops graphics for RMFACC events (for use on box stickers, posters, social media etc.)
 10. Assists in pre-launch activities such as auction creation, box-making and assist team day of events and during follow-ups (i.e. auction follow-ups)
 11. Ensures commitment to and compliance with all applicable laws and regulations across the organization

Qualifications:

- Proven leadership and management experience.
- Strong financial management skills.
- Effective communication and interpersonal skills.
- Experience in marketing and fundraising.
- Proficient with word processing, spreadsheets, and other relevant software.
- Knowledge of French is a plus.
- U.S. work authorization is mandatory. RMFACC does not sponsor work visas.

Salary:

We offer a **flexible full-time position**, allowing for a dynamic work schedule that fits your needs while meeting our organizational goals.
\$48,000/year + bonus

Applications:

Please send your application to info@rmfacc.org

This job offer will be open until it is fulfilled.