



## Executive Director—Rock Falls Chamber of Commerce

### About the job

The Director of the Rock Falls Chamber provides strategic leadership and direction to advance the mission and goals of the Chamber. The director will advocate for the Chamber's members and collaborate with community organizations, nonprofits, and government entities to promote economic growth and enhance the quality of life in Rock Falls and surrounding communities.

### Key Responsibilities

#### *Strategic Leadership*

- Develop and implement strategic plans, initiatives, and programs to support the Chamber's mission and vision.
- Identify emerging trends, opportunities, and challenges affecting the local business community and develop strategies to address them.
- Build, lead and retain an effective and diverse staff team dedicated to the Chamber's mission and with the skills to be successful in their work.
- Act as a liaison between the Board and the organization, keeping the Board informed of key developments and seeking their guidance and approval when necessary.
- Assist the Board in identifying, recruiting, and orienting new board members, ensuring a diverse and skilled board composition.

#### *Membership Engagement and Development*

- Oversee membership recruitment, engagement, and retention efforts, ensuring a high level of member satisfaction.
- Plan and execute events, networking opportunities, and educational programs that provide value to Chamber members.
- Share information from local, state, and federal government entities.

#### *Collaboration and Partnerships*

- Establish and maintain strong relationships with local organizations, educational institutions, and community groups to foster collaboration and growth.
- Collaborate with other chambers of commerce and regional economic development organizations to leverage resources and promote collective interests.
- Identify and cultivate partnerships with businesses and organizations that can contribute to the Chamber's mission and goals.

#### *Financial and Resource Management*

- Develop and manage annual budget, ensuring prudent financial practices and fiscal responsibility.
- Seek and secure sponsorships, grants, and other funding opportunities to support Chamber programs and initiatives.

### The ideal candidate will possess:

- A deep belief in and passion for the business community of Rock Falls and surrounding area.
- Strong knowledge of economic development, business advocacy, and community engagement.
- Excellent communication and public speaking skills, with the ability to effectively represent the Chamber to diverse audiences.
- Demonstrated ability to build and maintain relationships with key stakeholders, including government officials, business leaders, and community members.
- Proficiency in using technology and digital platforms for marketing, communications, and operations.
- Experience in a leadership role, preferably in a chamber of commerce or similar organization is preferred and/or Advanced education or training in business, marketing, public administration, or a related field preferred.

*Benefits included--*Salary Range of \$48,000 to \$52,000 based on qualifications. Paid Vacation, Holidays and PTO. Annual \$2,000 medical stipend. Monday through Friday office hours with occasional weekend and evening event responsibilities. You will have the opportunity to make a lasting impression on the Rock Falls Community as well as providing leadership for current and future members.

Please apply by June 19, 2026, by submitting a resume and cover letter via email to Kathy Dirks at [dirksk@gmail.com](mailto:dirksk@gmail.com).