

ISLAND PARK AREA CHAMBER OF COMMERCE

islandparkchamber.org • 208-558-7755 • info@islandparkchamber.org

JOB OPENING: EXECUTIVE DIRECTOR

POSITION OVERVIEW

The Island Park Area Chamber of Commerce is seeking a part-time Executive Director to serve as the operational backbone of our growing member organization. This is a contractor or part-time employment position ideal for a self-motivated, organized individual who loves Island Park and wants to play an active role in supporting our local business community.

This role focuses on day-to-day operations, financial administration, member relations, ad sales for our trail maps, and event coordination. You will work closely with the Board of Directors and report to the Board President.

WHAT WE'RE LOOKING FOR

The ideal candidate is someone who:

- Is organized, reliable, and communicates well via email and phone
- Has basic bookkeeping experience and is comfortable working in QuickBooks Online
- Enjoys building relationships with local business owners and community members
- Is proactive about following up, staying on top of correspondence, and meeting deadlines
- Has a genuine connection to Island Park and enthusiasm for its growth
- Can work independently and manage their own schedule within agreed-upon parameters

CORE RESPONSIBILITIES

Financial Administration

- Manage day-to-day bookkeeping using QuickBooks Online
- Track income and expenses, process invoices, and reconcile accounts
- Prepare quarterly financial summaries for the Board of Directors
- Assist with annual budget planning and reporting

Member Relations & Correspondence

- Respond to member inquiries, emails, and phone calls in a timely manner
- Process new member applications and renewals
- Serve as a friendly point of contact between members and the Board
- Assist with membership drives and outreach to prospective members

Trail Map Ad Sales

- Sell advertising space in the Chamber's annual Winter Snowmobile Trail Map and Summer ATV/OHV Trail Map
- Contact current and prospective advertisers, follow up on renewals, and close sales
- Coordinate ad content collection and deadlines with the design/production team
- Track ad sales revenue and report progress to the Board

Event Support, Coordination & Fundraising

- Take primary responsibility for fundraising for Chamber events — identifying sponsors, soliciting donations, securing in-kind contributions, and building relationships with local and regional businesses willing to support Chamber activities
- Develop and maintain a sponsor pipeline for signature events such as I Love Island Park, ensuring events are adequately funded and financially sustainable year over year
- Assist Board-assigned event chairpersons with planning, logistics, and promotion
- Help recruit volunteers, track event budgets, and coordinate vendor communication
- Support events such as I Love Island Park, mixers, and member meet-and-greets
- Submit community events to the Chamber website calendar as needed

Grant Writing & Administration

Grant writing and administration is a critical and high-priority responsibility of this position. The Executive Director is expected to proactively identify, pursue, and manage grant funding as a primary revenue strategy for Chamber events and operations.

- Research and identify grant opportunities from sources including Yellowstone Teton Territory (YTT), Idaho Department of Commerce, Idaho Tourism, Fremont County, and other regional and state-level programs
- Write and submit grant applications on behalf of the Chamber, working with the Board and marketing consultant to ensure applications are compelling, accurate, and submitted on time
- Administer awarded grants in full — including tracking expenditures, maintaining required documentation, meeting reporting deadlines, and ensuring the Chamber remains in compliance with all grant terms and conditions
- Report grant status, awarded funds, and expenditures to the Board of Directors on a regular basis
- Build ongoing relationships with grant-making organizations to maximize the Chamber's eligibility and success rate for future funding cycles
- Coordinate with the Website & Marketing Consultant on grant applications that involve digital marketing, tourism promotion, or website development components

General Operations

- Monitor and respond to the Chamber's general email inbox and phone line
- Maintain accurate member records and contact information
- Attend monthly Board meetings and prepare or distribute meeting materials as needed
- Coordinate with the website/marketing team on member profile updates and announcements
- Stay informed on regional opportunities through YTT, Island Park Travel Council, and neighboring Chambers

COMMUNICATIONS & MARKETING SUPPORT

The Executive Director will take the lead on day-to-day communications and outreach, working in collaboration with the Chamber's website and marketing consultant who provides strategic direction and production support. Responsibilities in this area include:

- Publish a monthly member email newsletter — gathering news, highlights, and updates from members and the Board, then distributing through the Chamber's email platform
- Communicate with local and regional press to publicize Chamber events, member news, and community happenings (press releases, media contacts, event listings)
- Assist with social media by sharing approved content, posting event reminders, and engaging with members and followers on Chamber accounts
- Submit member updates, new member announcements, and event listings to the Chamber website in coordination with the marketing consultant
- Assist with content gathering for member profiles, ads, and promotional materials as directed (writing, design, and SEO are handled by the marketing consultant)

COMPENSATION & STRUCTURE

This is a flexible, part-time position estimated at 15–25 hours per week, with higher demand during peak season (spring through fall) and during trail map ad sales cycles. Compensation is negotiable and may be structured as:

- Independent contractor (1099) — preferred for flexibility

Pay range and structure will be determined based on experience and scope. Mileage reimbursement for required travel to meetings and member visits is available.

PREFERRED QUALIFICATIONS

- Experience with QuickBooks Online or similar accounting software
- Strong written and verbal communication skills
- Sales experience or comfort with outreach and follow-up calls
- Familiarity with the Island Park area and its business community
- Ability to work independently and manage multiple priorities
- Experience in chamber, nonprofit, or community organization operations is a plus
- Experience writing grant applications or administering awarded grants is strongly preferred
- Experience in fundraising, sponsorship solicitation, or donor relations is a plus
- Basic computer skills including Google Workspace, email, and spreadsheets

ABOUT THE ISLAND PARK AREA CHAMBER OF COMMERCE

The Island Park Area Chamber of Commerce serves businesses and organizations throughout the Island Park corridor — one of Eastern Idaho's most beloved four-season recreation destinations, located just minutes from Yellowstone National Park. Our member directory, event calendar, and trail maps help connect visitors with local businesses year-round. We are a volunteer-driven, Board-led nonprofit organization with an active and engaged membership.

Learn more at islandparkchamber.org.

HOW TO APPLY

Please send a brief introduction letter and resume or summary of relevant experience to:

Email: info@islandparkchamber.org

Phone: 208-558-7755

Subject Line: Executive Director Application

Applications will be reviewed on a rolling basis. Position is open until filled.