



POTSDAM CHAMBER
OF COMMERCE

Executive Director

The Potsdam Chamber of Commerce is a 501(c)(6) non-profit organization seeking an Executive Director to advance its mission to support business members and economic growth in the greater Potsdam area.

The Director is responsible for all administrative and management functions, following the bylaws and policy guidelines of the organization. The Director executes the mission of the organization by planning, directing, and overseeing all activities of the Chamber. Other key duties include fundraising, marketing, event planning, and community outreach. The position reports directly to the Chamber's Board of Directors. This position is 30 hours per week with evening and weekend hours as required. Compensation is based on experience.

For a full description, visit: <https://www.potsdamchamber.com/>

Please send resumes to: Potsdam Chamber of Commerce
6 Market Street, Potsdam, NY 13676
or by email to: director@potsdamchamber.com