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Executive Director

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Company: Hackensack Regional Chamber of Commerce

Location: Hackensack

Category: other-general

The position oversees and manages the office of the Hackensack Regional Chamber of Commerce. This person is the primary representative to all businesses and all communities throughout Hackensack, South Hackensack, Saddle Brook, Bogota, Maywood and Garfield.

Job Description:

- Visit businesses to increase membership
- Attend various business/community events
- Create and plan all aspects of the Distinguished Citizen Gala
- Attend all Board meetings and take minutes when necessary
- Responsible for all other administrative duties
- Member of all committees to assist with planning and creating and executing all meetings and networking events
- Responsible for seeking and negotiating all sponsorships
- Research and identify guest speakers for any occasion
- Work with the accountant for payroll, reporting, and other financial responsibilities
- Invoicing and collection for membership dues, sponsorships and event fees

Qualifications

- Exceptional interpersonal and presentation skills
- Exception communication skills
- Experiencing managing a high-volume office

- Ability to negotiate successfully
- Ability to meet tight deadlines
- Strong customer service skills
- Sales experience a plus
- Ability to build and maintain relationships
- Ability to maintain a positive image of the Hackensack Regional Chamber of Commerce
- Computer skills, excel, work, QuickBooks
- Ability to post and stay current on social media
- Manage all email communications – events, newsletters etc.

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