

Buffalo Gap Chamber of Commerce Seeks New Executive Director

Buffalo Gap Chamber of Commerce is seeking a half-time Executive Director. This rapidly growing chamber has almost 100 members and offers more than a dozen projects, programs, and events each year. Plus more on the drawing board!

Due to the retirement of our current ED, we are seeking a new leader to start work on or before June 1. Primary duties include all the operational and administrative responsibilities common to any small non-profit or member-based organization. They include, but are not limited to:

- Membership management
- Marketing and social media
- Program oversight
- Budgeting and record keeping
- Volunteer recruitment
- Community representation

Previous experience in office management, non-profit management, volunteer management, and/or fundraising would be helpful. Expertise in Microsoft Office programs, notably Excel, would be most helpful. QuickBooks experience is a plus.

The Executive Director position is on a flexible schedule budgeted for an average of 20 hours a week and may work remotely for most of those. Onsite attendance at Chamber board and committee meetings and various community meetings and events is required, as is a love for all things Buffalo Gap. Residency in Buffalo Gap is preferred but not mandatory.

Interested parties should send a resume
by May 3 to Nathan Lowry, the Chamber's
Chairman of the Board, at
nathanl@bigcountrytitle.com

BUFFALO GAP, TX
CHAMBER  COMMERCE
— VISITOR INFORMATION —