

# MOUNTLAKE TERRACE

---

## CHAMBER OF COMMERCE

### EXECUTIVE DIRECTOR / PROJECT MANAGER

<b>Organization:</b>	Mountlake Terrace Chamber of Commerce
<b>Job Title:</b>	Executive Director
<b>Reports to:</b>	Board of Directors
<b>Position Type:</b>	Part-time, Contract
<b>Timing:</b>	10-15 Hours Per Week
<b>Compensation:</b>	\$50 - \$75 / Hour

#### ABOUT THE MOUNTLAKE TERRACE CHAMBER OF COMMERCE

The Mountlake Terrace Chamber of Commerce (MLT Chamber) is a rapidly growing nonprofit 501(c)(6) organization, serving the Mountlake Terrace community. The Chamber plays a critical role in advancing business growth, investment, economic development, and community engagement. Recent milestones, such as the highly successful Mountlake Terrace Light Rail Opening Festival, have demonstrated the Chamber's ability to elevate the city's economic potential and create new opportunities for local businesses. As Mountlake Terrace continues to expand with new infrastructure and economic investments, the Chamber is poised to scale its impact, strengthen business engagement, and drive strategic initiatives that support long-term success for its members and the broader community.

#### POSITION OVERVIEW

The MLT Chamber is seeking a highly organized and results-driven individual to serve as its Executive Director in a Project Manager type role. With the arrival of light rail in Mountlake Terrace, and increasing economic development opportunities, this position will play a crucial role in shaping the Chamber's future, building strong business relationships, and implementing programs that foster business prosperity.

The ideal candidate is a strategic thinker with proficiency in project management, knowledge of the small business community, and great communication skills. They are highly self-motivated, capable of managing multiple initiatives, and comfortable operating in a collaborative environment focused on measurable outcomes.

#### KEY RESPONSIBILITIES

You will be joining an organization with a dedicated and passionate Board of Directors and an established partnership with the City of Mountlake Terrace.

This position's roles and responsibilities include, but are not limited to:

#### *Project Management*

# MOUNTLAKE TERRACE

---

## CHAMBER OF COMMERCE

- Coordinate closely with the board Chair and other contracted staff to develop and implement ongoing programming that serves our members and the community.
- Obtain and implement grants, or other funding opportunities, that further the mission of the Chamber to serve the business and non-profit community of Mountlake Terrace and align with the priorities of the Chamber.
- Develop strategies that enhance membership value, drive participation, and increase retention and new member acquisition.
- Maintain awareness of legal/political issues and developments that have the potential to impact chamber members and businesses within the Mountlake Terrace community.
- Work closely with the Board to manage ongoing and limited-term projects, communicate the needs of each initiative, coordinate volunteers and/or Board members to accomplish tasks, and see the projects through in a timely and efficient manner.

### ***Administrative Work***

- Create Board meeting agendas and presentations, assist with monthly networking meetings, and support Chamber communications internally and externally.
- Coordinate closely with the Marketing + Events Committee and provide support for Chamber marketing efforts and events as assigned.
- Manage email marketing, specifically as it pertains to membership, payments, and events hosted by the Chamber.
- Coordinate closely with the Finance Committee as it pertains to the overall management and maintenance of the Chamber's financial commitments, revenue streams, and project funding.
- Ensure financial accountability by coordinating with the Finance Committee to maintain transparency, track performance metrics, and align resources with strategic priorities.
- Oversee the general Chamber operations with a focus on scalability, efficiency, and financial sustainability.

### **QUALIFICATIONS**

- 4-year degree [preferred, but not required] in business, economic development, public administration, or a related field.
- Minimum of 2 years of experience in business support, chamber/nonprofit leadership, event planning, administrative work, or a related field.
- Proven success in securing funding, increasing revenue streams, and driving financial growth - specifically grant writing and implementation.
- Experience in marketing, communications, and engagement, with a track record of increasing visibility and impact for an organization.
- Understanding of government processes and ways to champion business-friendly policies and foster public-private partnerships at the City, County, and State levels especially.

# MOUNTLAKE TERRACE

## CHAMBER OF COMMERCE

- Preferred, but not required: experience in Google Drive, QuickBooks, Wix or other website management, presentations, and CRM systems.
- Preferred, but not required: Knowledge of the Mountlake Terrace area, its community, and its businesses / organizations.

### WORK ENVIRONMENT

This position is primarily remote with meetings and events held at various businesses within the City of Mountlake Terrace. This position would be expected to attend most, if not all, monthly board meetings and other in person events as necessary.

As a contract position, a City of Mountlake Terrace business license will be required and the applicant is responsible for obtaining this within 30 days of hire by the Chamber. The applicant is also responsible for providing their own technology needs - e.g. computer, internet access, phone, transportation to/from meetings and events, etc.

### HOW TO APPLY

Please send your resume, cover letter, and any applicable work samples to [info@mltchamber.org](mailto:info@mltchamber.org) by **Wednesday, April 23rd at 5:00 pm**. In the subject line, please include the following information: "Project Manager" – Your Name" and ensure that all application materials are sent as a **single PDF** labeled "Project Manager – Your Name". The position will be open until filled.

We are looking for someone who is a great fit with the Board, the community, and the growth the Chamber is experiencing. We're looking for a person who is excited about the business and community impact that the Chamber can make. There is some room for negotiation with how this role is defined within the organization, hours per week, and salary. Please apply if you are passionate about this type of work and think you'd be a good fit.

*The MLT Chamber is an Equal Opportunity Employer. As such, we celebrate diversity and are committed to creating an inclusive environment for all. We encourage all interested persons to apply regardless of age, race, ethnicity, religion, sexual orientation, gender identity or expression, national origin, veteran, or disability status. If you are passionate about the Mountlake Terrace community, eager to take on a leadership role, and make a significant impact - we want to hear from you, and invite you to apply and be part of our dynamic team.*