



## **Executive Director Position Description**

The Swedish-American Chamber of Commerce, Georgia

The Swedish-American Chamber of Commerce, Georgia (SACC-Georgia) is looking for a self-driven and motivated candidate to serve as The Executive Director.

SACC-Georgia is a non-profit organization that offers its members business services, events, and develops and cultivates business opportunities and relationships through a unique international business community. SACC-Georgia is located in Atlanta, home to world-renowned companies such as Coca-Cola, Delta Air Lines, Georgia Pacific, SunTrust Bank and CNN. Atlanta is the undisputed business hub of the Southeastern U.S., offering southern charm and world-class sophistication.

The Executive Director will report to the Chairperson and Board of Directors and is responsible for the day-to-day management and operations. This includes working with the Chairperson and Board of Directors on strategic plans, and to achieve the goals set by the board with the support of staff. This position requires a dedicated, capable and energetic person who can keep the pace of current developments going forward, and who wishes to continue to bring SACC-Georgia to new heights. The Executive Director must provide "above and beyond" levels of commitment and service in an efficient and independent manner. The responsibilities include, but are not limited to:

- Recruit, retain and oversee staff to manage the day-to-day operations of SACC Georgia;
- Approve overall correspondence from the office of the Chamber such as newsletters, invitations and general outreach;
- Oversee the progress of Chamber committees and ensure that committees and task forces work in accordance with their mission statements;
- Organize Board meetings and Annual General Meetings with the help of staff; and
- Serve as the day-to-day public face of the Chamber, representing the organization at programs and in other public outreach opportunities with members and others.

### **Qualifications**

- Bachelor or Master's degree in International Business or equivalent.
- Fluency in written/verbal English. Fluency in Swedish is a plus but not a requirement.
- Experience in business development, cold-calling, and executive communication desired.
- Experience in sales preferred.
- Highly organized and strong attention to detail.



- Leadership, communication and board relations skills desired.

### **Job Details**

We are looking for a contractor who is eligible to work in the United States. This is a part-time position, 20 hours/week but could turn into a full-time position for the right candidate. Start date November 2018.

### **How to Apply**

Email your resume and cover letter to [sara.persson@sacc-georgia.org](mailto:sara.persson@sacc-georgia.org)