



**Campbellsville/Taylor County Chamber of Commerce  
Executive Director – Job Description**

Reports to: Board of Directors

Status: Exempt – Salaried

**Job Description and Scope of Job:**

The Executive Director is employed by the Board of Directors of the Campbellsville/Taylor County Chamber of Commerce and is responsible for effectively leading the organization such that it successfully achieves its mission of service to members. Specific areas of responsibility include executive leadership of the staff of the organization; support of positive member relations; executive support to the Board of Directors of the organization; community connecting/networking activities; and active participation and organizational leadership. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The qualifications, skills and demands, duties and responsibilities listed below are the basic requirements to enable individuals to perform the essential functions. The Executive Director will spend much of their time recruiting new business members to the Chamber of Commerce.

**Qualifications:**

- It is preferred that the Executive Director will have a bachelor's degree in a professional discipline relevant to providing executive leadership for an organization of this type from an accredited college or university or equivalent experience.
- It is required that, at minimum, the Executive Director have five years of experience in a business-related field or other leadership position.
- It is required that the Executive Director present a professional and positive image to members and the greater community through appropriate appearance and grooming, demeanor, and comments.
- Demonstrated responsible administrative experience in business, chamber of commerce, non-profit or associated fields.
- Working knowledge of chamber of commerce industry or non-profit experience.
- Demonstrated leadership ability.

### **Skills:**

- It is required that the Executive director has excellent professional communication skill, including written and oral communications skills, strong listening skills, and the ability to make presentations to groups.
- It is required that the Executive Director has strong organizational skills, including the ability to plan, organize, and set long-term strategy with an appropriate work plan to accomplish it.
- It is required that the Executive Director be able to work collaboratively and positively with others of diverse backgrounds, opinions, and needs.
- It is required that the Executive Director be able to independently identify and resolve problems or make recommendations to the Board of Directors about resolution options. The Executive Director must be able to apply sound problem-solving skills and make decisions that reflect the best interest of the organization.
- It is required that the Executive Director be computer literate and able to use software functions such as email, word processing and spreadsheets. Manage technical operations of the Chamber including computer network, website, and voicemail system.

### **Position Specific Job Duties and Responsibilities:**

**Member Relations:** Keeps a finger on the pulse of the organization's members to ensure positive member relations. Ensures that services provided to members meet their needs. Is open to a review of member services at least annually to evolve the organization and remain current in terms of best practices in the field of chamber membership services. Works diligently to anticipate and resolve legitimate member problems or issues. Regularly arranges training and networking opportunities for member businesses, as appropriate. Works diligently to retain members and to grow the membership base. Recruit new members to the Chamber, expanding membership. A significant measure of the performance of the Executive Director will be based on their ability to recruit new members and retain existing members.

**Provides Supervision and Leadership for Chamber of Commerce Staff:** Responsible for all facets of staff management including effectively recruiting and hiring staff; assigning work to staff members based on their skills, abilities, and job responsibilities; providing regular and appropriate supervision of staff; and conducting performance-monitoring activities as needed and performing a formal written performance appraisal at least annually.

**Executive Leadership:** Promotes and demonstrates commitment to the organization's mission, vision, values, and program of work. Develop and maintain positive relations with members of the Chamber and the community; represent the Chamber at all business and community events and meetings. Under the direction of the Chamber Board, serve as principal spokesperson for the Chamber and serve as liaison to other chambers of commerce and business organizations throughout the county. Maintains a current understanding of issues, research, trends, and best practices and integrates and interprets this information so that it is actionable with the Chamber, the Board of Directors, committees and other groups within the organization. Fosters a team culture across the organization that supersedes business sector or regional specific issues and

promotes the overall image of the organization. Embodies the values of the organization and demonstrates adherence and modeling of these values for others through everyday conduct.

Community Connecting / Liaison Activities: Acts as the key liaison between the organization and its members; other community entities, such as government, service, business and civic organizations, and community collaboratives; and other relevant stakeholders. Coordinate and oversee production of the Chamber's annual membership directory. Maintain an up-to-date, comprehensive database of current member information, participants in fundraisers, donors, etc. Serve as editor and manage publication of the Chamber's bi-monthly newsletter. Provides leadership and influence policy development to ultimately affect legislative and regulatory activity related to business and economic development issues specific to our area. Communicates legislative and regulatory advocacy activity at the local, regional, state and if appropriate, national level to ensure that the needs of the members of the organization are communicated and actively pursued and aware of business-impacting legislation.

Organization Management: Uses relevant data and information to monitor the programs and services of the Chamber. Ensures that the organization is operating within its budget. As part of the financial responsibility, the Executive Director is also charged with making fundraising recommendations to the Board of Directors and, upon approval, is responsible for ensuring the success of these fundraising efforts.

Financial Management: Pursues cost effective management practices to ensure that the organization is as cost effective as possible in providing services to its members and in its overall operations. Manage financial resources including development of annual budget and adherence to financial policy. Oversee all expenditures within the budget framework. Ensure the preparation of accurate, timely, monthly financial reports.

Support to the Board of Directors: Provides support and leadership to the Board of Directors and any committees appointed by the Board. Provide weekly written update to the Chamber Board. Review written update with the Chamber President prior to distribution. Keeps them informed about the organization's operational activities and issues, community networking activities and issues, and legislative activities and issues, as appropriate, through reports at Board and Committee meetings and the distribution of appropriate resource materials, as well as is appropriate in between meetings via phone calls, emails, etc. Manage the preparation and timely distribution of all Board meeting packets. Formulates strategic direction and policy recommendations for Board review and action. Implements Board policy at the organization level.

Carry out the execution of policies adopted by the Board and assist in the development of policy as required.

Drafted April 2021