

**The Campbellsville-Taylor County Chamber of Commerce and Taylor County Tourist Commission are currently recruiting for the position of Executive Director.**

**Job Title: Executive Director (ED)**

**Reports to:**

Campbellsville-Taylor County Chamber of Commerce Board of Directors and Taylor County Tourist Commission Board of Directors

**General Summary:**

The ED is responsible for effectively leading both the Chamber of Commerce and Tourist Commission in such a manner that they successfully achieve their collective mission of service to business members and the community. Specific areas of responsibility include executive leadership of the staff of both organizations; support of positive member/community relations; executive support to the Boards; community connecting/networking activities; and active participation and organizational leadership.

The ED is tasked with recruiting new business members to the Chamber of Commerce. Additionally, the ED is responsible for the creation and management of a comprehensive program of tourism development and promotion for Campbellsville/Taylor County by growing tourism-related revenues in Taylor County. The ED strategically plans, leads, utilizes community assets, industry knowledge and relationships along with evolving tourism practices.

**POSITION-SPECIFIC JOB DUTIES & RESPONSIBILITIES**

**Chamber of Commerce:**

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. Expands membership by the recruitment of new members.

Community Connecting / Liaison Activities: Acts as the key liaison between the Chamber and its members, other community entities such as government, service, business and civic organizations, and community collaboratives, and other relevant stakeholders. Coordinates and oversees production of the Chamber's annual membership directory. Maintains an up-to-date, comprehensive database of current member information and current and prospective donors. Serves as editor and manages publication of the Chamber's bi-monthly newsletter. Provides leadership and influences policy development to 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, actively pursued and are aware of business-impacting legislation.

### **Taylor County Tourist Commission:**

The ED's role is to create and manage a comprehensive program of tourism development and promotion for Taylor County and Campbellsville. The primary responsibility is to grow tourism-related revenues in Campbellsville/Taylor County through the effective use of strategic planning, leadership skills, community assets, industry knowledge and relationships along with evolving tourism practices.

The ED performs complex executive work developing, planning, organizing, and overseeing tourism marketing programs, conducts market research, promotes City and County tourism assets, programs, events and resources and related work as apparent or assigned. Establishes the focus areas for trade shows to showcase our vibrant community and tourist attractions.

### **Key responsibilities include:**

- Prepares tourist and entrepreneurial center information
- Produces promotional materials and displays
- Performs market research
- Consulting with local businesses and the media
- Develops and maintain partnerships with county and city agencies, economic development, parks and recreation, the local business community, and civic organizations as well as surrounding communities and tourism agencies
- Promotes and supports local attractions and community events
- Attends meetings, seminars, conventions, and workshops related to tourism, marketing, economic development, and best practices

### **GENERAL POSITION RESPONSIBILITIES:**

#### **Provides Supervision and Leadership for Chamber of Commerce and Tourist Commission 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 mission, vision, values, of both organizations. Develops and maintain positive relations with members of the Chamber, Tourist Commission, and the community; represents both organizations at all business and

community events and meetings. Under the direction of both Boards, serves as principal spokesperson for both the Chamber and Tourist Commission, and serves as liaison to other chambers of commerce, tourism commissions, and business organizations throughout the county. Maintains a current understanding of issues, research, trends, and best practices, and fosters a team culture across both organizations that supersedes business sector or regional specific issues and promotes the overall image of the organizations. Embodies the values of the organizations and demonstrates adherence and modeling of these values for others through everyday conduct.

Organization Management: Uses relevant data and information to monitor the programs and services of both organizations. Ensures that the organizations are operating within their budgets. The ED is also charged with making fundraising recommendations to the Boards and, upon approval, is responsible for ensuring the success of these fundraising efforts. Oversees social media channels for both organizations to increase followers. Tracks statistics and implements market strategies for social media campaigns.

Financial Management: Pursues cost effective management practices to ensure that the organizations are as cost effective as possible in providing services to Chamber members and the community. Manages financial resources including development of annual budgets and adherence to financial policy. Oversees all expenditures within the budget framework. Ensures the preparation of accurate and timely monthly financial reports.

Support to the Board of Directors: Provides support and leadership to the respective boards and any committees appointed by those boards. 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 and emails. Manages 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.

Qualified applicants, please email CV to:  
[ctcchamberapply@gmail.com](mailto:ctcchamberapply@gmail.com)

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