

Executive Director – Job Duties and Description

The Director of the Chamber of Commerce is responsible for the ongoing, daily operations of the Campbellsville-Taylor County Chamber of Commerce. It is necessary for this individual to interact on a daily basis with the public and to work well in a team environment. This individual is an employee of the Chamber of Commerce, and is governed by all of said organization's rules, regulations and policies.

Duties

- Proficient in Microsoft Office Suite Programs, including but not limited to Word, Excel, PowerPoint
- Proficient or possess means to acquire knowledge in web-based social media, site hosting, and email listservs and other email/letter campaigns
- Maintain and Update Chamber website and social media accounts
- Create and Deliver Routine Emails, bulletins and updates regarding chamber, business and community activities
- Strong ability to work and communicate with community and industry groups and leaders
- Develop strong relationships and rapport with membership
- Strong ability to communicate with the public and the membership, including but not limited to member visits, direct member and non-member contact and coordination and regarding upcoming events and activities
- Recruitment and attraction of new investors
- Retention of existing investors
- Promotion of chamber programs and investors
- Creation and implementation of non-investment revenue sources
- Planning and promotion of monthly luncheons and the annual banquet
- Attendance at monthly chamber board meetings
- Planning, sponsorship, and promotion of business seminars
- Development and production of new relocation packet
- Development, planning and implementation of retiree marketing program
- Other duties as assigned or required by the activities of the Chamber

Supervision

This position reports directly to the Chamber Board of Directors. The individual is expected to work with the board as a team and to contribute as available.

Hours

This position is a full-time, salaried position. It may, on occasion, require the incumbent to be available beyond the traditional work hours. This individual qualifies to participate in any and all benefit programs as outlined in the Policy and Procedures Manual.