

**Job Summary:**

The President of the Robertson County Chamber of Commerce serves as the chief executive officer responsible for leading and managing the Chamber's operations, financial performance, and strategic direction. The President works closely with the Board of Directors to establish long-term goals, develop partnerships, and execute initiatives that enhance economic growth, business development, and community engagement in Robertson County. As the primary representative of the Chamber, the President drives membership growth, fosters key relationships with local businesses, government entities, and community stakeholders, and ensures the Chamber's programs and events positively impact the community.

**Key Responsibilities:****1. Fiscal Management & CFO Responsibilities**

- Serve as the fiscal agent and Chief Financial Officer (CFO) for the Chamber, managing the organization's financial health, budgeting, and reporting.
- Develop and oversee the annual budget, ensuring fiscal responsibility and alignment with strategic goals.
- Manage revenue streams, including membership dues, fundraising events, and grant funding, to ensure financial sustainability and growth.
- Present financial reports to the Board of Directors and provide regular updates on the Chamber's fiscal performance.
- Ensure compliance with all regulatory and legal obligations related to financial operations.
- Oversee all aspects of staff management, including recruitment, onboarding, performance evaluations, scheduling, payroll administration, and, when necessary, termination decisions.

**2. Strategic Leadership & Vision**

- Lead the development and implementation of the Chamber's strategic plan, aligning the organization's vision with the needs of the business community and broader Robertson County.
- Collaborate with the Board of Directors to establish long-term goals and performance metrics.

- Identify opportunities to grow membership and enhance the Chamber's value proposition to businesses and community stakeholders.
- Direct the creation, marketing, and execution of innovative programs and initiatives that drive economic development, workforce readiness, and community involvement.

### 3. Partnership Building & Community Engagement

- Cultivate and maintain strong relationships with key stakeholders, including local businesses, government officials, educational institutions, and regional partners.
- Serve as the Chamber's primary liaison with local and state agencies and organizations to attract and retain businesses in Robertson County.
- Spearhead the Workforce & Education Council, overseeing initiatives such as job shadowing programs, career exploration fairs, and job readiness events.
- Lead collaborative efforts to enhance workforce development, particularly through partnerships with schools, higher education institutions, and local employers.

### 4. Program & Event Management

- Oversee the creation, management, and promotion of key Chamber events, such as the Sugarplum Ball, Pep Rally on the Square, Spirits of the South, Pull for the Chamber, and Shop Small Saturday, which collectively strengthen the Chamber's financial standing and community presence.
- Ensure the successful execution of initiatives that promote member engagement, such as the Chamber Ambassador Program, which supports new member integration and event participation.
- Develop marketing strategies to promote Chamber events, grow participation, and enhance the Chamber's brand visibility through traditional and digital platforms.

### 5. Communication & Advocacy

- Act as the voice of the Robertson County business community, advocating for policies and initiatives that support business growth, job creation, and a strong local economy.
- Engage with elected officials and other stakeholders on issues affecting businesses, including workforce development, infrastructure, and economic incentives.
- Represent the Chamber at public forums, conferences, and networking events, both locally and regionally.

- Oversee creation of communication with Chamber members through newsletters, social media, and email blasts, ensuring a high level of member engagement and satisfaction.

#### 6. Board Relations & Governance

- Work closely with the Board of Directors to align the Chamber's mission, policies, and programs with the strategic goals set by the Board.
- Provide leadership in the execution of the Board's directives and priorities, ensuring that the Chamber operates within the established policies and guidelines.
- Support and guide the Board in fulfilling its governance responsibilities, including organizing board meetings, providing necessary information, and facilitating strategic discussions.

#### **Qualifications:**

- Bachelor's degree in Business, Public Administration, Economic Development, or a related field preferred, or equivalent experience.
- Minimum of 7-10 years of leadership experience in a chamber of commerce, economic development, nonprofit management, or a similar environment.
- Strong financial acumen with experience in budget management, financial reporting, and fiscal oversight. QuickBooks knowledge is preferred.
- Proven experience in building and managing strategic partnerships with businesses, government officials, and community organizations.
- Demonstrated success in planning, marketing, and managing events that drive revenue and community engagement.
- Excellent communication, advocacy, and public speaking skills.
- Ability to lead a team and work collaboratively with diverse stakeholders.
- Knowledge of economic development trends, business recruitment strategies, and community development practices.

Compensation: Competitive salary commensurate with experience.