

## President/CEO – Kerrville Area (TX) Chamber of Commerce

The Kerrville Area Chamber of Commerce Board of Directors is accepting applications for the President/CEO position. This position is open until filled. Applicants are encouraged to apply by October 9, 2020; the Selection Committee expects to be screening applicants and scheduling interviews by then. Please apply by providing a cover letter, resume and a list of references to [kcocsearch@gmail.com](mailto:kcocsearch@gmail.com).

**Position:** President/CEO  
**Organization:** Kerrville Area Chamber of Commerce  
**City, State:** Kerrville, TX  
**Population:** Population of Kerrville: 22,447 according to the 2010 Census; currently projected at 23,425. Population of Kerr County: 49,625 according to the 2010 Census; currently projected at 51,465.

**REPORTS TO:** Kerrville Area Chamber of Commerce Board of Directors and the Chairman of the Board.

**CLASSIFICATION:** Full time - EXEMPT

**JOB SUMMARY:** Responsible for providing leadership, fiscal and personnel management, planning, membership development, reporting and coordination of all administrative operations, programming and activities of the Chamber.

### ESSENTIAL FUNCTIONS AND ACCOUNTABILITIES:

- **Leadership:** represent the organization as liaison to all constituent groups and other partner organizations including but not limited to: KEDC, CVB, City of Kerrville and Kerr County; expected to develop an understanding of the local business community and business environment including economic development.
- **Membership development and member services:** Recruit and retain chamber members and ensure activities are member focused and done for the benefit of the business community.
- **Budget development and fiscal management:** Develop and recommend a balanced budget that includes appropriate revenue sources to fund the operations of the Chamber. Manage the fiscal affairs of the Chamber so that the Chamber operates in the “black” and actual revenue and expenses meet the budget outline. Also manage the fiscal affairs and cash flow needs of the Chamber.
- **Policies:** Operate within and advance the policies established by the Chamber Board of Directors.
- **Communications:** Provide clear and timely communications so that the board, membership and all appropriate constituents are fully informed of activities, positions taken, and the condition of the Chamber is clearly known.
- **Program development and oversight:** Develop programs that align with the Chamber’s mission and will benefit the Chamber, Chamber members and the business community.
- **Oversight of building, grounds and lease space management.**
- **Staff Management:** Hire, set compensation with Board approved budget parameters and establish terms of employment for, direct the activities of, evaluate and manage employees of the Chamber.

### SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Bachelor’s Degree in a relevant field of study is required; a Master’s Degree is preferred.
- Prefer chamber management experience or experience with an equivalent organization (at least 5 years).

- Should have strong leadership skills and be able to demonstrate from current and previous positions.
- Demonstrated budget and fiscal management ability and experience.
- Knowledge of nonprofit corporations and their operating laws.
- Supervisory skills and demonstrated experience managing personnel and personnel issues, policy development and administration, and general operations of the Chamber program.
- Should be knowledgeable about working with and development of volunteer boards of directors, leadership training for said volunteers and providing a basis for cooperation and good will within the organization.
- Must have outstanding planning and organization skills.
- Public relations/media relations experience.
- Accomplished and comfortable public speaking skills.
- Needs to be a proficient multi-tasker.
- Must be a self-starter, creative thinker with a high energy level.
- Understanding of office technology.
- Prefer experience and understanding of the use of social media to promote programs and activities of the organization.

#### **PHYSICAL DEMANDS AND WORKING CONDITIONS:**

Serving as President/CEO of the Chamber requires responsibility of daily office operations and management as well as attendance at meetings, special events, and entertaining of guests and/or business prospects that are often held in the evening and/or on the weekends. There are many times that travel will be involved in conducting business recruitment, retention, or professional training. This is a position that requires good health and high energy. Even though the physical responsibilities are fairly normal (office work and light lifting of paper goods, office supplies, etc.), the stress of dealing with the public and managing multiple projects can be difficult at times. This position does require the driving of an automobile.

The Chamber provides competitive compensation and benefits commensurate with experience.

The Kerrville Area Chamber of Commerce is an equal opportunity employer.

## **The Chamber**



Join Success!

From humble beginnings in 1922, the Kerrville Area Chamber of Commerce has been an active and integral part of business. With almost 100 years of history, the legacy of leadership has forged the Chamber into the forefront of Hill Country organizations.

Whether the focus has been on tourism, transportation, industrial development or community development, the Kerrville Area Chamber of Commerce has played an official role in the growth of Kerrville and Kerr County for almost 100 years. The Chamber has about 900 members and continues to be a “must-have investment” for businesses looking to become involved in economic development for our region, building their business in Kerrville and Kerr County and much more.

### **Chamber’s Mission**

The objective of the Kerrville Area Chamber of Commerce is to advance the economic base and enhance the quality of life of the Kerrville/Kerr County area.

### **Chamber’s Vision**

To preserve the natural beauty and rich heritage of the Hill Country by encouraging responsible commerce and carefully managed growth, by promoting opportunities for all citizens, and by leaving a proud legacy for future generations.

### **The Community**

Kerrville is located in central Texas, 104 miles southwest of Austin. Kerrville is 65 miles northwest from San Antonio, 306 miles from Dallas, and 248 miles from Houston. It is in the heart of the Hill country with streams, rugged terrain and the rolling hills of the Guadalupe River Valley. Kerrville also serves as the County Seat for Kerr County.

A rich history of commerce, the abundant natural beauty of the river, hills and wildlife along with its great year-round climate, makes Kerrville, Texas a jewel of a place. It is perfectly situated for business and fun. Kerrville is the hub of everything that makes the Hill Country wonderful—shopping, dining, education, healthcare (local, state, and VA hospitals) and lodging. It is your destination for outdoor activities and entertainment. Utilize the Guadalupe’s six-mile long river trail, or kayaking, or paddle boarding or take advantage of the many community parks available. With our new sports complex for baseball/soccer and other recreational facilities, we are an outdoor location for fun. There are several public and private golf courses as well.

Kerrville is hub and home to world-class artists, artisans and performers. Vibrant performing arts, folk art, art and music venues, restaurants, shops, museums and galleries compare to Texas’s largest cities. Diverse fine and casual dining and local specialties are offered in a rich array in the Kerrville area. Local wineries and craft agriculture combine to make the area an adventure in

sights, flavors and aromas. Over the last few years, Kerrville has also become known for “The Empty Cross” which stands above our city and goes hand in hand with the number of local churches.

Kerrville is an enterprise town. Wise infrastructure planning and a spirit of entrepreneurship make it a prime spot for starting and sustaining a business. Its citizens enjoy the best in technology and utility services. Kerrville upholds a desirable essence of small town, yet all the lifestyle amenities we expect—it is an authentic Hill Country experience.

It is a welcoming, safe place for everyone and a great contrast to suburban and urban America. The educational opportunities in Kerrville, public and private—from pre-school programs to university, trade and vocational training and life-long learning are remarkable. These institutions open doors for everyone and make this a thriving community to live, work and visit.

Kerrville is a healthy, welcoming place for people of all ages and for businesses, visitors and tourists. Kerrville is alive and vibrant.