

Job Title: Executive Director
Organization: Canyon Chamber of Commerce
Location: Canyon, Texas
Reports To: Board of Directors
Employment Type: Full Time
Date: 02/05/2025



CANYON CHAMBER OF COMMERCE MISSION STATEMENT

The Canyon Chamber of Commerce provides a leadership role which encourages the improvement of the community's economy, creates and fosters a professional environment, cultivates prosperous business opportunities and endorses integrity and good will.

POSITION OVERVIEW

The Canyon Chamber of Commerce is seeking an experienced and visionary Executive Director to provide strategic leadership and operational oversight to our organization. The Executive Director will be responsible for guiding the Chamber's initiatives, expanding membership and fostering strong relationships with local businesses, community leaders and government agencies. This role requires a dynamic leader with a passion for economic development, community engagement and business advocacy.

KEY RESPONSIBILITIES

- **Strategic Leadership & Vision**
 - Develop and implement the Chamber's strategic plan in collaboration with the Board of Directors.
 - Set short- and long-term organizational goals that align with the Chamber's mission.
 - Monitor industry trends and economic developments to ensure proactive Chamber initiatives.
- **Membership Growth & Engagement**
 - Lead initiatives to attract, retain and engage members.
 - Develop programs and services that deliver value and address the evolving needs of the business community.
 - Facilitate networking opportunities, educational events and community forums.
- **Financial & Operational Management**
 - Oversee budgeting, financial planning and resource allocation to ensure organizational sustainability.
 - Ensure fiscal responsibility through regular financial reporting and effective cost management.
 - Supervise day-to-day operations, including office staff, office management, and administrative functions.

KEY RESPONSIBILITIES (Continued)

- **Fundraising & Revenue Development**
 - Identify and pursue opportunities for sponsorships, grants and other revenue-generating initiatives.
 - Cultivate relationships with donors, corporate partners and community stakeholders.
 - Develop and execute fundraising strategies that support the Chamber's programs and services.
- **Community & Government Relations**
 - Serve as the Chamber's primary spokesperson, representing the organization in public forums and media engagements.
 - Build and maintain strong relationships with local government officials, community leaders and economic development agencies.
 - Advocate for policies and initiatives that support a thriving local business environment.
- **Board & Staff Management**
 - Work closely with the Board of Directors, providing regular updates and seeking guidance on strategic issues.
 - Lead, mentor and develop staff to foster a collaborative and high-performing organizational culture.
 - Ensure effective communication between the Board, staff and Chamber of Commerce members.
- **Marketing & Public Relations**
 - Oversee the development and execution of marketing, communication and public relations strategies.
 - Utilize digital media and traditional outreach methods to enhance the Chamber's visibility and impact.
 - Promote success stories and community achievements to bolster member engagement and community support.
- **Event Planning & Management**
 - Provide leadership and oversight for the planning and execution of Chamber events, including networking mixers, educational seminars, community festivals and other key programs.
 - Collaborate with staff, volunteers and external partners to design event themes and objectives that align with the Chamber's strategic priorities.
 - Manage event logistics, including venue selection, vendor negotiations, budgeting and on-site coordination.
 - Develop and implement marketing strategies to promote events to both members and the wider community.
 - Ensure all events comply with relevant safety and regulatory guidelines.
 - Conduct post-event evaluations to measure success, gather feedback and refine future events.

QUALIFICATIONS

- **Education & Experience**
 - Bachelor's degree in Business Administration, Public Administration, Communications, or a related field is required; Master's degree preferred.
 - A minimum of 5–7 years of progressively responsible leadership experience, ideally within a nonprofit, chamber of commerce, or business development environment.
 - Proven track record in strategic planning, financial management, and organizational leadership.
- **Core Competencies & Skills**
 - Strategic Thinking: Ability to develop innovative solutions and long-term plans that support organizational growth.
 - Leadership: Demonstrated experience in managing teams, mentoring staff and working effectively with a Board of Directors.
 - Communication: Exceptional written and verbal communication skills with the ability to engage diverse stakeholders.
 - Relationship Building: Strong interpersonal skills with a talent for networking, community outreach and partnership development.
 - Financial Acumen: Experience in budgeting, financial planning and securing funding through various revenue streams.
 - Project Management: Proven ability to manage multiple projects simultaneously and meet deadlines.
 - Adaptability: Ability to thrive in a dynamic, fast-paced environment and manage change effectively.
- **Additional Requirements**
 - Familiarity with the local business landscape and community issues is highly desirable.
 - A passion for economic development and community service.
 - Willingness to work evenings, weekends and travel as necessary to support Chamber events and initiatives.

COMPENSATION & BENEFITS

- Competitive salary commensurate with experience.
- Professional development opportunities.
- A dynamic work environment with opportunities to impact the local business community positively.

HOW TO APPLY

Interested candidates should submit a resume, cover letter and any additional supporting materials to Careers@CanyonChamber.org by March 1, 2025. In your cover letter, please address your qualifications and explain how your vision and experience align with the goals of the Canyon Chamber of Commerce.