



Lexington Area Chamber of Commerce Executive Director Job Description (Lexington, Missouri)

Position Summary

The Executive Director serves as the primary public-facing leader and administrative officer of the Chamber of Commerce. This role is responsible for advancing the Chamber's mission by supporting local businesses, promoting economic vitality, and enhancing community development.

The Executive Director leads all public relations, membership engagement, and external partnerships, while also providing contract and financial oversight related to Chamber-owned business entities, including the newspapers and license office.

This position operates within a shared leadership structure, alongside the Newspapers Supervisor and License Bureau Contract Manager, with all roles reporting directly to the Board of Directors.

Strategic Planning (Annual & Long-Range)

- Identify community and Chamber needs, evaluate effectiveness of current programs, and make recommendations to the Board of Directors for changes/improvements
- Support development and implementation of the Chamber's annual plan of work in alignment with Board priorities
- Facilitate long-range (3–5 year) planning to support sustainable growth and community impact
- Identify key economic, membership, and community development opportunities
- Establish measurable goals, benchmarks, and performance indicators to evaluate organizational performance and strategic success
- Provide regular progress updates and strategic recommendations to the Board
- Adjust strategies based on financial performance, community needs, and emerging trends

Public Relations & Community Leadership

- Serve as spokesperson for the Chamber and represent the Chamber in a positive and professional manner at all times
- Manage communications and messaging through print and digital communications
- Prepare quarterly newspaper articles
- Manage Chamber website content (public information and Board documents)
- Build relationships with businesses, city government, tourism, and community groups
- Network with area Chamber of Commerce directors
- Attend appropriate local, area, regional, or state meetings and events representing the Chamber

Membership Development & Engagement

- Recruit and retain members from Lexington and the surrounding area
- Recruit volunteers to assist with Chamber programs and events
- Facilitate membership programs and activities as developed by the Board of Directors
- Provide regular communications to members through monthly newsletters
- Coordinate logistics for Chamber events with appropriate Board Committees

Operations & Administration

- Manage day-to-day office operations and maintain a professional Chamber Office facility
- Maintain policies and systems as established by the Board of Directors, making recommendations to the Board for improvements when needed
- Oversee vendors and execute contracts and expenditures for the Chamber and Chamber-owned entities (in conjunction with the Newspapers Supervisor and License Bureau Contract Manager) within established Board approved limits and budget
- Maintain Chamber records
- Ensure Chamber Bylaws and Policies are followed. Make recommendations to the Board of Directors when needed

Financial Management, Contract & Financial Oversight

- Assist the Chamber Management Team with the annual budget development
- Monitor financial accounts of the Chamber and coordinate with the contracted accounting firm to ensure timely payment of bills and invoices
- Ensure proper categorization of revenue and expenditures
- Review monthly financial reports from the contracted accounting firm and provide reports to the Chamber Comptroller
- Arrange for annual audit of financials and coordinate with contracted accounting firm for timely reports and tax compliance
- Oversee Chamber obligations for contracts for newspapers and license office in cooperation with appropriate supervisors

Human Resources Oversight

- Ensure HR policies and procedures are implemented and followed
- Coordinate with HR contractors or advisors as needed
- Support hiring, onboarding, and performance management processes in alignment with Board policies

Leadership and Organizational Alignment

- Work collaboratively with License Bureau Contract Manager and Newspapers Supervisor to achieve Chamber goals
- Position reports to and is supervised by the Chamber Board of Directors Management Committee
- Strategic, financial, and personnel decisions outside approved plans require Board or Management Committee approval

Performance Expectations

- Membership growth and retention
- Event participation and engagement
- Budget adherence and financial performance
- Community partnerships and visibility
- Progress on strategic plan initiatives

Work Expectations

- Community-facing role
- Strong financial processes understanding
- Evening/weekend availability
- Strong time management and autonomy

Qualifications

- Minimum of two (2) years of leadership experience in business, nonprofit management, or related organizations
- Bachelor's degree or advanced degree and/or certification(s)
- Strong communication skills and proficiency in marketing, public speaking, finance, membership development, and human resources
- Financial or contract management experience

Compensation

Salaried position with salary range of \$50,000 to \$65,000 based on experience and skills. Flexible scheduling and limited remote work may be available.

Shared Leadership Statement

This position operates within a shared leadership model requiring collaboration and respect for boundaries. Each leadership role maintains decision-making authority within their functional area. Unresolved conflicts are elevated to the Management Committee for guidance. Leaders are expected to communicate regularly and operate in alignment with Chamber goals.

Interested candidates should submit a cover letter and resume to Christine Hollingsworth, Board President, Lexington Area Chamber of Commerce, at president@historiclexington.com