

POSITION PROFILE

PRESIDENT & CHIEF EXECUTIVE OFFICER

Greater Owensboro Chamber of Commerce

Owensboro, Kentucky



About the Greater Owensboro Chamber of Commerce

The Greater Owensboro Chamber of Commerce ("The Chamber") has been the cornerstone of economic and community development since it was founded in 1913. With a mission to strengthen member businesses by enhancing economic and workforce development, the Chamber has consistently improved the quality of life in the region. Over the years, it has evolved into a dynamic, financially strong, membership-driven organization, serving as a catalyst for growth and prosperity.

The Chamber's diverse membership base includes right at 1,000 active members, representing more than 50,000 employees. From large international corporations to small local businesses, nonprofit agencies, to health care and educational institutions, the Chamber fosters a collaborative environment where all members can thrive. Members benefit from a broad area of services, including networking opportunities, discounts, and platforms for recognition, all designed to bolster their success.

With a \$1.1 million operating budget, the Chamber's program of work focuses on Advocacy, Member Services, Talent Retention and Development, Business Resources, and Events. At the heart of the Chamber's initiatives is a robust commitment to the Owensboro community and its economic vitality.

Recognizing that in communities like Owensboro, retaining and developing talent is key for economic growth, the Chamber places significant emphasis on talent and education. Programs such as Leadership Owensboro, Leadership Owensboro Alumni, Chamber Young Professionals, Educators in the Workplace, CEOwensboro are tailored to attract, develop, and retain talent within the community. Additionally, initiatives like the Childcare Taskforce address critical issues, helping to ensure that the workforce is supported both personally and professionally.

Through these comprehensive efforts, The Chamber continues to act as a connections and opportunity hub, driving economic growth and enhancing the overall quality of life in the region.

The Chamber's President & Chief Executive Officer, having served for over 10 years, has announced her planned departure in early Fall 2025. The Board of Directors has appointed a selection committee comprised of Past Board Chairs to perform a search to recruit a new President & Chief Executive Officer.

Location: 200 East Third Street, Owensboro, Kentucky 42303

More Information: <https://chamber.owensboro.com>

Reporting Relationships

The President & Chief Executive Officer ("CEO") of the Greater Owensboro Chamber reports to the Chair of the 22-member volunteer Board of Directors and works closely with a 10-member Executive Committee, on which the CEO serves. The CEO supervises a total employed staff of 4.

Other important relationships include: executives and employees of Chamber member organizations and affiliates; local, state, and national elected officials and their staffs; university, college, technical college, and K-12 education officials; representatives of other public and private sector partnership organizations including Greater Owensboro Economic Development Corporation, Visit Owensboro and members of the media.

Position Description

The President & CEO serves as the chief executive, strategic leader, and primary spokesperson of the Greater Owensboro Chamber of Commerce, responsible for formulating and administering organizational objectives and policies to advance the Chamber's mission and achieve major area goals. This CEO has overall responsibility for complete Chamber operations including program planning, staff leadership, and delivering high-impact service to members and the broader community, while creating enthusiasm and forward progress among membership, staff, and the business community as determined by the Board of Directors.

Major Duties and Areas of Responsibility

The President & CEO is responsible for the following activities within the limits of the Chamber's bylaws and the policies as established by and with appropriate delegation from the Board of Directors:

Strategic Leadership & Vision: The President & CEO provides forward-thinking leadership and serves as a catalyst that positions the Chamber to advance regional vitality and opportunity. This role requires setting a clear strategic direction, aligning organizational goals with member and community priorities, and fostering a culture of innovation, excellence, and impact.

- Champion a bold, future-oriented vision for the Chamber's role in regional economic vitality and civic progress
- Lead the development and execution of strategic and annual plans aligned with member priorities and community needs
- Continuously assess and enhance Chamber programs, initiatives, and committees to ensure they remain relevant, high-impact, and aligned with member and community needs
- Build partnerships with like-minded organizations to align efforts, amplify impact, and foster innovation in solving community challenges
- Oversee all internal operations, ensuring alignment with strategic goals, financial stewardship, and adherence to policies and bylaws
- Lead and empower a high-performing team through clear direction, coaching, and a culture of innovation, collaboration, and accountability
- Manage comprehensive marketing process that promotes the Chamber, serves membership, attracts new members, and supports committee initiatives while ensuring long- and short-term marketing strategies successfully and consistently articulate the Chamber's value proposition
- Cultivate strong, collaborative relationships with local, regional, and state leaders across government, business, education, and community sectors
- Responsible for ongoing evaluation of all Chamber programs and services, with focus on quality, emphasizing value to members and the community at large, along with sound fiscal benefit

Advocacy & Communication: Develop meaningful relationships and communication with stakeholders and elected officials to provide information and advocacy on behalf of the Chamber's members and mission.

- Act as the chief spokesperson of the Chamber, articulating its positions on key community, public, and political issues to stakeholders and decision-makers
- Serve as a visible and trusted leader in the community, representing the Chamber at public forums and events while fostering strong relationships with stakeholders, members, and elected officials
- Cultivate strategic relationships with community leaders and government officials to advance local, regional, and state economic and community development initiatives
- Drive member engagement, satisfaction, and retention through impactful programs, services, and communications that reflect the organization's mission and advocacy efforts
- Maintain effective news media relations and a positive public image

Constituent Relationships: Maintain close relationships with communities the Chamber serves, including familiarity with local and state leadership and the various initiatives affecting membership and the community.

- Represent the Chamber at meetings, forums, conferences, and public events, serving as a liaison between business and government and effectively presenting the Chamber's perspective to enhance its leadership role and influence in the community, region, and state
- Work closely with staff, business leaders and educational entities to address issues that require cooperation among these groups
- Enhance and coordinate the interaction between the Chamber and other partner organizations with similar missions
- Responsible for ongoing interaction with a wide constituency including:

Boards of Directors: Earn and maintain the respect and confidence of the Chamber Executive Committee and Board. Responsible for preparing meeting agendas, facilitates Board minutes and records, carrying out plans and programs of the Board in accordance with established policies, serving as representative of the Board for all contacts with Chamber staff, initiating programs for consideration by the Board, and advising the Board on all matters under consideration. Assist the Board Chair in selecting qualified volunteers for appointments.

Chamber Members: Responsible for motivating members to personally and financially support an aggressive Chamber program, analyzing and interpreting the needs of members and recommending revisions in the program of work to improve service and assistance to make membership more valuable.

Government Officials: Maintain strong communication and relationships with local elected and appointed officials and their staffs, along with state and federal levels. Play a key role in advocacy on behalf of the Chamber and in line with Chamber objectives.

Community: Through personal contacts with key community leaders, the CEO helps shape the community, frequently called upon to relate Chamber activities to the activities of all other groups and organizations that impact the quality of life in the region (commercial, industrial, educational, cultural, civic, and spiritual). The CEO takes a leadership role in local and regional issues, projects, and community organizations to assure presence and involvement of the Chamber to accomplish its mission.

Strategic/Annual Planning: Work with the Board and staff to develop and annually update the Chamber's Strategic Plan that provides direction for the long-term activities of the Chamber and for the long-term allocation of Chamber resources.

- Attend meetings and interact with committees to reaffirm that objectives are understood, and planning procedures are adequate to achieve success
- Monitor Board committee progress, confirm timely reports, update Board of Directors as needed, and coordinate internal support for committees while updating and improving program of work from recommended committee suggestions and reports

Financial Management: Assume overall responsibility for the integrity of the financial record keeping and fiscal soundness of the Chamber.

- Develop and manage the Chamber's budget, monitor expenditures, and maintain sound financial reporting and controls
- Ensure the accurate preparation and retention of financial records, membership records, minutes and other documents as required by law and organization policy
- Drive financial sustainability through diversified revenue strategies, including dues and non-dues sources, sponsorships, and local support
- Support external audit and compliance with all legal and regulatory requirements
- Inform Board of relevant issues not covered by normal reporting requirements

Chamber Staff: Manage staff, delegate responsibility, provide direction, monitor, and evaluate performance.

- Recruit, hire, develop, coach, and retain staff needed to implement the Chamber's strategic plan
- Assign responsibilities to staff members with clear direction and appropriate support, inspire staff to creative and fruitful action, and initiate follow-up procedures to ensure assigned tasks are properly completed
- Conduct formal annual reviews with each staff member and schedule regular appraisal updates to maintain targeted performance; initiate disciplinary actions, as necessary
- Conduct regular staff meetings and other gatherings to maintain staff morale, foster a daily working environment that values teamwork across all operations and ensures the highest levels of customer service, maintain and update employee handbook

Operations and Policies: Exercise administrative control over all functions of the Chamber including the proper implementation, control and interpretation of policies and procedures and Chamber's plan of action.

- Responsible for every aspect of internal administration, including staff organization, job descriptions, and complete authority for the selection and termination of staff, in consultation with Board Chair
- Ensure the maintenance and efficient operation of Chamber office, space and equipment.
- Assess and implement technology as appropriate, ensuring alignment with the established budget
- Perform other tasks and duties as may be assigned from time to time by the Board

Compensation

The President & CEO is expected to earn a competitive base compensation commensurate with the candidate's experience and knowledge. The CEO will also be eligible to receive a discretionary annual bonus. In addition, the candidate will receive appropriate benefits including but not limited to healthcare stipend, retirement, paid holidays, and other paid time off.

Education

A bachelor's degree or graduate degree in business, finance, law, public administration, or other discipline is preferred. However, any combination of advanced education, training, or lived and learned experience will be valued and considered.

If the candidate's professional experience includes Chamber, association, or economic development industry background, a graduate of the U.S. Chamber's Institute for Organization Management, Certified Chamber Executive, Certified Association Executive, Certified Economic Developer designation, or other certification, will be appreciated but optional.

Professional Qualifications

The ideal candidate must have a proven track record of 8 to 10 years of senior leadership experience and may come from a variety of backgrounds such as: serving as the top executive within a progressive and comparably-sized Chamber of Commerce, or related significant business association, or economic development-focused organization; experience as second-in-command or other senior-level executive at a larger like enterprise as noted above; or an executive from a complex private or public sector entity. Significant Board interaction is strongly desired.

Preferred Knowledge, Skills, and Abilities

- **Economic/business development** - has worked collaboratively with established public sector delivery systems and private sector resources to effectively promote the business growth of a community, county, or region
- **Public affairs/advocacy** - experience in the process of local, state, regional, and national governments, and government organizations; has developed effective working relationships with elected/appointed officials
- **Collaborative relationships** - demonstrated track record of developing effective partnerships among all sectors, from large companies to entrepreneurs, from city to state governments, from related business organizations to secondary and higher education
- **Board relationships** - significant involvement with Board development and recruitment, governance issues and Board of Director interactions
- **Communication** - strong communicator with internal and external audiences including Chamber business members and prospects, Board of Directors, government representatives, staff, members of the media and the public
- **Diversity** - inclusive; has experience working with diverse groups; promotes diversity programmatically
- **Executive leadership experience** - strong staff leadership and human resource development; has effectively led a complex organization
- **Membership development** - has actively promoted a membership-based organization; track record of membership development, retention, increased value, and appropriate expansion
- **Resource development** - experience with varied successful funding activities including development programs, publications and advertising, special events, dues, and non-dues revenue campaigns

- **Fiscal management** - demonstrated ability to manage financial affairs of an organization; i.e., develop revenue sources and control expenditures to preserve financial stability
- **Planning** - has successfully developed and implemented both operational and strategic plans
- **Sales orientation** - ability to market and promote the Chamber and the Greater Owensboro Community
- **Varied industries** - interactions with executives and owners of diverse industries including manufacturing, service, healthcare, service, transportation/logistics, retail, and tourism
- **Community/regional development** - able to identify both local and regional issues and effectively manage interactions with regional organizations to achieve common goals
- **Business savvy** - programmatic success of serving businesses of all sizes from small enterprises and working with entrepreneurs to large global companies
- **Media/public relations** - ability to effectively articulate goals, objectives, and policy positions of the Chamber to the media and the community at large
- **Established contacts** - has developed and maintained regional and national connections with business, government and other public sector organizations

Desired Personal Traits

- **Communication skills** - good listener; excellent written and oral communication skills
- **Leadership** - a take charge individual; can manage, motivate, challenge and delegate to others; proactive versus reactive; looks for and fosters "win-win" results
- **Collaborative** - sees value in working with others to achieve positive results for the community; demonstrates a willingness and ability to work with and through others
- **Vision** - a forward thinker and able to envision "the big picture" beyond daily operations and lead an organization and community toward strategic goals and ideas
- **Interpersonal skills** - personable; relates well to diverse population and at all levels; builds constructive and effective relationships; socially adept and a good conversationalist
- **Political acumen** - demonstrated ability to strategically navigate among local, county, state, and federal leaders
- **Visibility** - highly visible to staff, members, and leaders in the community; active in the region and community
- **Credibility** - can command respect of Board, members, staff, business, and regional leaders
- **Empowering management style** - encourages staff; inclusive while providing basic direction and allowing staff team to execute; holds staff accountable; serves as a mentor for staff in their own professional development
- **Organizational skills** - results oriented; meets established goals and objectives
- **Integrity** - honest; possesses the highest ethical and moral standards
- **Genuine** - sincere; authentic; trustworthy; transparent
- **Change agent** - able to set forth a vision based on collaboration and communication; willing to take calculated risks to push the envelope and challenge traditional thinking for positive change
- **Persuasive** - able to synthesize various viewpoints and convince disparate groups to come to a logical resolution
- **Energetic** - genuinely enthusiastic; strong personal work ethic
- **Executive presence** - polished, self-assured demeanor and the political acumen to navigate complex situations with discretion
- **Teamwork** - recognizes that many parties are necessary to accomplish big things; speaks of "we" first, not "I"; relishes in sharing credit with others
- **Strategic thinker** - can plan for the future and also brings innovative ideas

- **Positive attitude** - Maintains a positive, light-hearted demeanor and demonstrates the ability to find perspective and humor, even in challenging situations
- **Business champion** - personal belief in the free enterprise system and the role of business in serving the economic and community development needs of society

Challenges & Opportunities

The projected first year accomplishments and projects for the new President & CEO of the Chamber include:

- Establish presence as Chamber CEO and become completely familiar with all operating aspects of Chamber and related entities including staff, finances, program of work, Board members, and volunteers
- Initiate formal and informal introductions and connections with Chamber's membership, economic development, educational partners, and the regional business community through varied communications and in-person gatherings and meetings, thereby developing strong and trusting relationships with key constituencies
- Work with Board and staff to understand and evaluate the strategic direction of the Chamber and through the review and development of strategic, operational, and budgetary plans. Continue to solidify the organization's mission and vision as a chamber of commerce and community development organization
- Develop plan to increase dues paying membership base, to include identification of target markets, mindful of changing demographics, and clear articulation of value proposition of chamber membership
- Build relationships with key business leaders; take the initiative to connect, develop rapport, and gain a strong understanding of the individuals and organizations that are driving influence and impact within the community
- Proactively engage business leaders from diverse communities to ensure their voices are represented; conduct a thorough evaluation of existing Chamber programs to assess their relevance and effectiveness for these populations, and implement strategic changes, enhancements, and recommendations to better serve and support their success
- Evaluate the Chamber's finances and work to continue both current and long-term financial health of the Chamber
- Become actively involved in the community, attending multiple Chamber and non-chamber events; become known as "the face" of the Chamber within the community
- Work with staff to build a cohesive team, breaking down any silos that exist between functional and programming responsibilities so that entire staff feels sense of ownership and pride in working at the Chamber

Application

The President & CEO position of the Greater Owensboro Chamber of Commerce is an outstanding opportunity to lead and grow a successful chamber organization in a unique community led by an engaged and influential volunteer Board of Directors. For over 100 years, the Chamber has served as “the voice for business” interests throughout Greater Owensboro, building a solid reputation as an effective regional advocate. The incoming leader will build upon this foundation to drive the organization toward unprecedented levels of influence and achievement.

This position demands a strategic visionary who can bring together diverse stakeholders, champion business interests with credibility and impact, and honor the Chamber's rich heritage while positioning it

for future growth. The ideal candidate will excel in collaborative environments, embrace innovative approaches, and demonstrate a genuine commitment to creating lasting positive change in the community.

The role combines the responsibilities of chief executive, community catalyst, and organizational steward—perfect for a leader who finds energy in building partnerships, driving results, and making a measurable difference in the economic vitality of Greater Owensboro.

If you know an outstanding chamber of commerce or economic development executive or other business leader who meets these requirements and would be interested in evaluating this dynamic opportunity, please contact CEOSelection@Owensboro.com.

Qualified applicants are invited to submit a cover letter, professional résumé, and reference list:

EMAIL: CEOSelection@owensboro.com

MAIL: Greater Owensboro Chamber of Commerce
CEO Selection
PO Box 825
Owensboro, KY 42302