



EXECUTIVE DIRECTOR

The Knox County Chamber of Commerce

Location: Mount Vernon, Ohio

Position Type: Full-time

POSITION SUMMARY

The Knox County Chamber of Commerce is seeking a visionary, strategic, and community-centered Executive Director to lead the county’s premier business advocacy organization. Serving a diverse membership—including businesses, entrepreneurs, legacy family-owned enterprises, global manufacturers, healthcare providers, agricultural leaders, nonprofits, and educational institutions, the Chamber plays a critical role in shaping Knox County’s economic vitality and future prosperity.

The Executive Director will serve as the chief executive officer and public face of the Chamber, driving strategy, stewarding financial sustainability, enhancing membership value, leading policy, and advocacy efforts, and cultivating high-level partnerships across the county. The ideal candidate brings executive-level leadership experience, strong business acumen, political awareness, and a deep understanding of both rural and growing regional communities.

Local Ohio chambers function as advocates, connectors, educators, and promoters for small and mid-size businesses. They help these businesses navigate regulations, grow visibility, access talent, and connect with peers—providing resources that small companies could not achieve on their own. They foster relationships between local businesses, larger employers, nonprofits, and government agencies, helping small businesses gain visibility and opportunities. Committees and staff may focus on small business advocacy, young professionals, or specific industry sectors, and the Executive Director will play a key role in supporting these initiatives.

KEY RESPONSIBILITIES

Strategic Vision & Organizational Leadership

- Lead the implementation and execution of the Chamber’s 2024 strategic plan, ensuring measurable progress and accountability.
- Translate strategic priorities into annual operational goals and staff objectives.
- Monitor outcomes and recommend adjustments to maintain relevance and impact.

Board & Organizational Management

- Serve as the primary liaison to the Board of Trustees and support effective governance.

- Provide transparent performance and financial reporting.
- Recruit, supervise, and develop staff while fostering a culture of accountability and collaboration.

Financial Stewardship & Revenue Growth

- Develop and manage the Chamber's annual operating budget with strong fiscal oversight.
- Drive revenue growth through membership, sponsorships, events, and strategic partnerships.
- Identify sustainable opportunities for long-term organizational growth.

Membership Engagement

- Lead recruitment and retention strategies across diverse business sectors.
- Cultivate relationships with major employers and key stakeholders.
- Deliver high-value programming and networking opportunities aligned with member needs.

Community & Workforce Development Leadership

- Collaborate with Knox County Area Development Foundation, local educational institutions such as Kenyon College, Mount Vernon Nazarene University, Central Ohio Technical College, Knox County Career Center, and county school districts to strengthen talent pipelines.
- Engage manufacturers, healthcare systems, agricultural stakeholders, and other community partners in workforce and economic development initiatives and talent pipelines.
- Maintain a visible, credible, and active presence throughout Knox County.

Communications & Public Presence

- Serve as the Chamber's **chief spokesperson** and community advocate.
- Strengthen brand visibility and credibility in the region.
- Communicate clearly and consistently with members, partners, and the public.

QUALIFICATIONS

Required:

- Bachelor's degree in business, public administration, economic development, communications, or related field.
- Minimum of five (5) years of progressive leadership in a chamber of commerce, business association, nonprofit, economic development organization, or comparable role.
- Demonstrated success in strategic implementation, financial oversight, revenue growth, board engagement, and stakeholder relationship-building.
- Must reside in or be willing to relocate to Knox County, Ohio.

Preferred:

- Master's degree (MBA, MPA, or related field).
- Institute for Organization Management (IOM) and/or Certified Chamber Executive (CCE) credential.
- Proven ability to lead diverse teams and serve as a trusted advocate for community and business interests.

BENEFITS

- The organization anticipates offering a competitive benefits package, which may include health insurance and an employer-supported retirement plan. We look forward to working collaboratively with the selected candidate to thoughtfully structure and finalize benefit components and employer contribution levels in a way that supports mutual success. Performance-based bonus structure offered after the first year of service.
- Twenty-five (25) days of paid time off (PTO).
- Opportunities for professional development.

SALARY

\$75,000–\$95,000, commensurate with experience.

APPLICATION INSTRUCTIONS

We invite qualified candidates to apply for full consideration. Please submit a **resume, letter of intent, and three professional references**. Applications will be reviewed on a rolling basis until the position is filled.

Send your materials to **Steve Oster, Chair of the Chamber Board of Trustees**, at soster@knoxdd.com. Please use “**Knox Chamber Executive Director Application**” as the subject line to ensure your application is properly received.