



Executive Director

Barnesville-Lamar County Chamber of Commerce

Location: Barnesville, Georgia

Reports to: Board of Directors, working closely with the Board Chair

Supervises: Chamber employees and assigned operational support

Salary Pay Scale: \$35,000-50,000

Position Overview

The Barnesville-Lamar County Chamber of Commerce seeks a capable, community-minded Executive Director to lead its daily operations, strengthen member value, develop revenue, and carry out its strategic plan.

The Executive Director serves as the Chamber's chief staff administrator and works with the Board, committees, businesses, public officials, educational institutions, and community organizations. This is a practical leadership position requiring relationship building, financial discipline, effective communication, and direct involvement in delivering programs and events.

The role advances four strategic priorities: **Voice of Business; Advance Community & Workforce Solutions; Grow the Chamber; and Strengthen Economic Vitality.**

Essential Duties and Responsibilities

Strategic Leadership and Board Support

- Translate the strategic plan into an annual program of work with clear priorities, budgets, responsibilities, timelines, and measurable outcomes.
- Advise the Board Chair and provide the Board with timely information about operations, finances, membership, programs, and emerging issues.
- Implement Board-approved policies and decisions within the authority established by the bylaws.
- Participate in Board, Executive Committee, and committee work in the chief staff role described in the bylaws, without Board voting authority.
- Coordinate meeting preparation, reports, planning sessions, director orientation, and follow-up on assigned actions.
- Administer membership nomination notices and digital voting in accordance with the bylaws and Board-approved process.
- Maintain effective records, documented procedures, and continuity plans.

Membership Growth and Engagement

- Lead membership recruitment, retention, onboarding, and relationship development.
- Conduct regular business visits and gather feedback to identify member needs, challenges, and opportunities.

- Deliver meaningful benefits through referrals, visibility, networking, education, advocacy, and business support.
- Guide the Ambassador Program, ribbon cuttings, member appreciation activities, and other engagement efforts.
- Implement Board-approved dues structures and ensure consistent anniversary billing and renewal follow-up.
- Track membership growth, retention, participation, and satisfaction.

Revenue Development and Financial Management

- Prepare the annual operating budget in consultation with the officers identified in the bylaws and submit it for Board approval.
- Manage expenditures within approved allocations and maintain accountability for Chamber funds.
- Work with the Treasurer and accounting support to maintain accurate financial records, monitor cash flow, and coordinate required financial reviews and filings.
- Develop and sell sponsorships, advertising, event participation opportunities, and other appropriate sources of non-dues revenue.
- Build lasting sponsor relationships and ensure promised benefits are delivered.
- Evaluate event and program profitability, pricing, costs, and return to members.
- Present financial results and budget variances clearly to the Board.

Events and Program Delivery

- Lead planning and execution of Peaches to the Beaches, Buggy Days, golf tournaments, and other approved Chamber events and programs.
- Establish event budgets, production schedules, vendor procedures, volunteer plans, and operational responsibilities.
- Coordinate with committees, municipal and county departments, public safety personnel, property owners, contractors, vendors, and sponsors.
- Ensure necessary permissions, insurance documentation, logistics, accessibility considerations, and contingency arrangements are addressed.
- Provide on-site leadership and resolve operational issues professionally.
- Complete post-event financial reconciliation, sponsor follow-up, and evaluation.

Business Advocacy, Workforce, and Partnerships

- Support the Government Affairs Committee and Board-authorized business advocacy.
- Gather member concerns about infrastructure, commercial development, workforce needs, and other issues affecting the business climate.
- Build productive relationships with local governments, the Industrial Development Authority, Gordon State College, schools, employers, and regional partners.
- Advance workforce and education partnerships, leadership development initiatives such as Leadership Lamar, and opportunities connecting residents with local employers.
- Support Chamber Foundation initiatives within approved responsibilities and any applicable agreements.
- Uphold the Chamber's nonpartisan and nonsectarian commitments and communicate official policy positions only as authorized.

Marketing, Tourism, and Community Visibility

- Direct the Chamber's website, community calendar, email communications, social media, business directory, and promotional materials.
- Oversee BEACON Magazine, including content planning, advertising revenue, in house production coordination, and distribution.
- Promote member businesses, local experiences, community events, and visitor opportunities.
- Maintain responsive tourism and relocation information services.
- Use member feedback and digital performance data to improve communications and demonstrate results.

Staff and Organizational Management

- Direct and supervise employees, establish priorities, and provide clear expectations and performance feedback.
- Recruit and recommend staff appointments or separations for Board approval, consistent with the bylaws.
- Coordinate volunteers, contractors, and committee support within approved arrangements.
- Maintain professional standards, confidentiality, financial controls, and consistent application of Chamber policies.
- Treat members and community partners fairly across backgrounds, beliefs, industries, and affiliations.

Qualifications

- Demonstrated experience in organizational leadership, chamber or association management, nonprofit operations, business development, tourism, events, or a related field.
- Experience managing budgets and generating revenue through membership, sponsorships, advertising, sales, or partnerships.
- Strong project management and event coordination skills.
- Ability to work effectively with a governing board, supervise staff, and engage volunteers.
- Excellent writing, public speaking, relationship management, and conflict-resolution skills.
- Proficiency with business software, financial reporting, membership databases, and digital communications.
- Sound judgment, integrity, initiative, and dependable follow-through.
- Relevant education, professional training, or an equivalent combination of experience and demonstrated results.

Working Conditions

The position requires a regular local presence, business visits, community meetings, and scheduled evening and weekend events. Event responsibilities may involve outdoor conditions, extended periods of standing or walking, and coordinating setup and breakdown, with reasonable accommodation as needed.

Performance will be evaluated against Board-approved goals for strategic progress, member retention and growth, revenue development, financial stewardship, program results, and operational effectiveness.

How to Apply

Send a résumé and cover letter describing your leadership experience and approach to serving the local business community to **info@barnesville.org** with the subject line

Executive Director Application.

The Chamber welcomes applicants from diverse backgrounds and is committed to fair and inclusive hiring.