



# **SAN SABA COUNTY**

## Chamber of Commerce

San Saba County Chamber of Commerce  
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## **Executive Director**

### **San Saba County Chamber of Commerce**

#### **Position Summary**

The Executive Director of the San Saba County Chamber of Commerce is in charge of management, and daily operations of the organization. Working under the direction of the Board of Directors, the Executive Director advances the Chamber's mission by supporting local businesses, promoting tourism, strengthening economic development, coordinating community events, managing finances, growing membership, and fostering positive relationships throughout San Saba County. The Executive Director represents the Chamber professionally within the community while ensuring organizational sustainability, operational excellence, and exceptional service to members and visitors.

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#### **Reports To**

Board of Directors

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#### **Supervises**

- Volunteers
- Interns
- Contract vendors
- Event coordinators (as applicable)

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#### **Salary**

\$35,000 annually

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#### **Benefits**

Company Phone & iPad  
Comp time  
Insurance  
Federal Holidays

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#### **Essential Duties and Responsibilities**

##### **Leadership & Administration**

- Manage the daily operations of the Chamber office.
  - Implement policies established by the Board of Directors.
  - Develop annual organizational goals and work plans.
  - Prepare agendas, reports, and supporting materials for Board meetings.
  - Attend and participate in all Board meetings.
  - Maintain official Chamber records and organizational documents.
  - Ensure compliance with Chamber bylaws, policies, state regulations, and nonprofit requirements.
  - Develop and maintain Standard Operating Procedures (SOPs)
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### **Membership Development & Retention**

- Recruit new Chamber members.
  - Maintain strong relationships with current members.
  - Coordinate membership renewals.
  - Conduct business visits and member outreach.
  - Plan ribbon cuttings, grand openings, and member recognition events.
  - Promote member benefits and maximize member engagement.
  - Resolve member concerns professionally and promptly.
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### **Financial Management**

- Prepare and manage the annual operating budget.
  - Monitor revenues and expenses.
  - Process accounts payable and receivable.
  - Oversee membership billing.
  - Reconcile financial records.
  - Work with the Treasurer, accountant, and auditors.
  - Prepare monthly financial reports for the Board.
  - Identify opportunities to improve financial sustainability.
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### **Event Planning & Management**

Plan, organize, and oversee Chamber events including but not limited to:

- Pecan Bottom Festival
- Sip N' Stroll
- Lighted Christmas Parade
- Hunter's Welcome
- Business Mixers
- Ribbon Cuttings
- Networking Events
- Educational Workshops
- Community Celebrations

Responsibilities include:

- Budget preparation
  - Sponsorship recruitment
  - Vendor coordination
  - Volunteer management
  - Marketing
  - Logistics
  - Permits
  - Event evaluation
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### **Marketing & Communications**

- Manage Chamber website.
  - Manage social media platforms.
  - Publish newsletters.
  - Develop promotional materials.
  - Write press releases.
  - Coordinate advertising campaigns.
  - Maintain Chamber branding standards.
  - Promote local businesses and community events.
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### **Tourism & Visitor Services**

- Promote San Saba County as a visitor destination.
  - Provide information to visitors.
  - Maintain tourism brochures and promotional materials.
  - Collaborate with local attractions, lodging partners, restaurants, and retailers.
  - Support tourism marketing initiatives.
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### **Community Relations**

Serve as the primary representative of the Chamber by:

- Building relationships with local businesses
  - Working with city and county officials
  - Partnering with civic organizations
  - Collaborating with schools and nonprofits
  - Participating in regional Chamber organizations
  - Supporting economic development initiatives
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### **Grant & Sponsorship Development**

- Identify grant opportunities.
- Assist with grant applications.
- Develop sponsorship packages.

- Maintain sponsor relationships.
  - Prepare sponsor recognition materials.
  - Track sponsorship commitments.
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### **Office Management**

- Maintain office equipment and supplies.
  - Ensure records are organized.
  - Manage technology systems.
  - Maintain Chamber databases.
  - Oversee document retention.
  - Ensure excellent customer service.
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### **Qualifications**

Preferred qualifications include:

- Bachelor's degree in Business Administration, Public Administration, Marketing, Communications, Economic Development, or related field; equivalent experience may be considered.
  - Three to five years of management or nonprofit leadership experience.
  - Experience in event planning and project management.
  - Experience with budgeting and financial management.
  - Experience in marketing and communications.
  - Grant writing or fundraising experience preferred.
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### **Knowledge, Skills, and Abilities**

- Strong leadership skills
- Excellent written and verbal communication
- Public speaking and presentation skills
- Financial management
- Organizational leadership
- Strategic planning
- Customer service excellence
- Event coordination
- Time management
- Problem solving
- Conflict resolution
- Team building
- Computer proficiency including Microsoft Office, Google Workspace, QuickBooks, Canva, social media platforms, website management systems, and CRM/member management software.

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## **Physical Requirements**

- Ability to sit or stand for extended periods.
- Lift up to 30 pounds.
- Work occasional evenings and weekends.
- Travel locally for meetings and events.
- Set up and tear down event equipment.

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## **Work Schedule**

This is a full-time exempt position. Typical office hours are Monday through Friday; however, evening and weekend work is regularly required for Chamber events, Board meetings, community functions, and member activities.

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## **Performance Expectations**

The Executive Director will be evaluated annually based on measurable performance indicators including:

- Membership growth and retention
- Financial stewardship
- Budget performance
- Event success
- Community engagement
- Board relations
- Strategic goal completion
- Tourism promotion
- Member satisfaction
- Organizational effectiveness

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## **Core Values**

The Executive Director is expected to demonstrate:

- Integrity
- Professionalism
- Accountability
- Community Leadership
- Collaboration
- Innovation
- Fiscal Responsibility
- Outstanding Customer Service
- Respect for all Members and Visitors