



The **Kershaw County Chamber of Commerce** is seeking an experienced and dynamic **Executive Director** to lead the organization in fulfilling its mission of supporting local businesses and fostering community growth. Reporting directly to the Board of Directors, the Executive Director is a full time, exempt role that serves as the chief executive officer of the Chamber and provides strategic leadership, operational oversight, and community engagement.

This individual will play a key role in guiding the Chamber's strategic plan, managing staff and volunteers, overseeing financial performance, and maintaining strong relationships with members, agencies, stakeholders, and community partners.

Key Roles & Responsibilities

Leadership & Governance

- Reports to the Board of Directors; leads and supports members & staff
- Implements policies, bylaws, and strategic plans
- Maintains board records, prepares agendas, and provides monthly reports
- Ensures continuity in Chamber programs

Organizational & Staff Management

- Establishes office structure, policies, and procedures
- Hires, trains, supervises, and evaluates staff's performance
- Creates a positive and productive work environment
- Oversees committees, encourages, and supports volunteer engagement

Membership & Community Relations

- Develops and maintains membership growth, retention, and services
- Communicates regularly with members and addresses needs
- Serves as Chamber spokesperson and public representative
- Builds partnerships with local businesses, agencies, community leaders, and civic groups

Programs & Events

- Plans and executes Chamber events and initiatives; focus areas have included: workforce, government relations, networking, leadership
- Provides educational / professional development opportunities for members such as the Informed Voter Forums; Legislative Breakfast; Women's Leadership, and others as determined by the Board and Membership
- Anticipates community needs and recommends new programs
- Coordinate and facilitate Chamber's Leadership Kershaw County & Junior Leadership programs in conjunction with identified community partners

Finance & Administration

- Prepares annual budget, financial reports, and long-term forecasts
- Oversees expenditures, grants, and financial integrity
- Implements sponsorship and fundraising strategies
- Maintains legal and operational compliance

Advocacy & Public Policy

- Monitors critical issues impacting business and community
- Works with the Board to develop official Chamber positions
- Advocates on behalf of members with local and state leaders

Desired skills, knowledge, abilities, experience:***Skills & Abilities***

- Strong written, verbal, and interpersonal communication skills (*individuals & large groups*)
- Leadership, supervision, and delegation skills
- Relationship-building with board, staff, members, and community
- Critical thinking and decision-making
- Proficient in Microsoft Office, internet, and social media

Knowledge

- General business practices and operations
- Non-profit/executive board management principles
- Public policy and community issues impacting business
- Event and program development
- Financial management, budgeting, and fundraising

Experience & Qualifications

- Bachelor's degree preferred (IOM or CCE certification a plus)
- 3+ years in a leadership role with a chamber, nonprofit, or membership organization preferred
- Demonstrated commitment to advancing the Chamber's mission

To Apply:

Qualified candidates are invited to submit a cover letter, résumé, and salary expectations outlining their experience and interest in the Executive Director position. Please send application materials to: ***Kershaw County Chamber of Commerce, PO Box 605, Camden, SC 29021***, or via email to kcchambersearch@gmail.com No phone calls please.

DEADLINE TO APPLY: September 17, 2025