

## **President and CEO Pflugerville Chamber of Commerce**

The President and Chief Executive Officer (CEO) position for the Pflugerville Chamber of Commerce is an opportunity for a forward-thinking leader who is passionate about the Chamber's mission to unify the organization to create an actively engaged, flourishing community. The Chamber of Commerce strongly advocates for and unites the businesses community through events, luncheons and professional growth and networking opportunities.

### **About Pflugerville**

The City of Pflugerville, Texas offers connectivity via major highway access, economic development, retail opportunities, a strong school district and great recreational amenities. Located in Travis County just north of the state capital, Pflugerville is a fast-growing city, home to more than 83,000 residents who enjoy safe streets, a beautiful trail system and share incredible community spirit. Pflugerville is the Trail Capital of Texas and combines trails and community with business opportunity. The city's rapid growth, quality development and excellent school district has attracted major employers including Amazon, Costco, and Baylor Scott & White Hospital. Our diverse population and skilled talented workforce make Pflugerville a destination for business.

U.S. News & World Report named Pflugerville one of the 2025-2026 Best Places to Live in the Nation (2025).

### **About the Pflugerville Chamber of Commerce**

The Pflugerville Chamber of Commerce is a nonprofit, member-based organization dedicated to supporting and advocating for local businesses in Pflugerville, Texas. For 40 years, the Chamber has strengthened the local economy, provided resources and connections to business owners, and enhanced quality of life. The Chamber offers networking events, educational programs, community initiatives, and promotional opportunities that help members grow and succeed.

The President & Chief Executive Officer (CEO), leads the Chamber's strategic direction, operations, and member services. The Executive Board serves as the policy-making body setting strategic priorities. Complementing the Board is the Ambassadors group, a volunteer team of business representatives who promote the Chamber's mission, welcome new members, mentor peers, and attend community events. The Chamber operates with a three-member team including the CEO, Director of Member Services and Director of Events and Marketing.

### **Membership**

The Chamber boasts a robust membership base of approximately 350 member businesses, spanning small local enterprises to larger regional partners.

## **Events**

In addition to monthly informative luncheons and networking events, the Chamber hosts numerous annual events including the Pflugerville Pfamily Pfestival and Expo, Annual Gala and Awards Banquet, State of the City luncheon and Best of Pflugerville Awards. Together, these events create a collaborative framework that drives community prosperity and business success in Pflugerville.

## **The ideal candidate**

The next President and CEO will offer exceptional interpersonal, analytical, and collaborative skills. This individual will bring credibility to the role and foster strong relationships among the Board, Ambassadors, city leadership, community partners and the business community. They will bring creative ideas for expanding and growing the impact of the Pflugerville Chamber of Commerce and execute strategic objectives.

They will have previous chamber of commerce executive experience or experience in a membership association. Graduate of U.S. Chamber of Commerce Institute for Organization Management preferred.

## **Job Summary:**

Under the direction of the Board of Directors, the President serves as the chief executive and administrative officer of the Chamber of Commerce. The President provides strategic leadership and operational oversight to advance the Chamber's mission, promote business growth, strengthen community partnerships, and enhance economic vitality. This position is responsible for overall organizational performance, including strategy execution, financial stewardship, membership development, advocacy, programs, staff leadership, and public representation of the Chamber.

## **Essential Job Functions and Other Important Duties (Summary of Duties):**

- Serve as the primary liaison to the Board of Directors, Executive Committee, members, and stakeholders.
- Implement strategic initiatives, policies, and priorities established by the Board through actionable, operational plans.
- Identify opportunities for growth, innovation, and leadership within the business community and respond proactively to changing economic conditions.
- Provide leadership in setting goals, measuring outcomes, and ensuring organizational accountability.
- Direct day-to-day operations of the Chamber and ensure delivery of high-quality services and programs.
- Oversee administration of all Chamber contracts and agreements.

- Support Chamber committees through effective facilitation.
- Oversee financial reports, fundraising, sponsorships, and revenue-generating activities to ensure both sustainability and compliance with all legal, financial and operational requirements.
- Lead membership recruitment, retention, and engagement efforts by ensuring a compelling value proposition for members.
- Enhance public awareness of the Chamber's mission and programs.

### **Knowledge, skills and abilities**

- Executive leadership, strategic planning, and organizational management expertise.
- Strong understanding of chamber of commerce, association, or nonprofit governance and operations.
- Financial management, budgeting, and fundraising skills.
- Public policy, advocacy, and government relations
- Excellent verbal and written communication, public speaking, and media relations skills.
- Ability to build relationships and collaborate effectively with diverse stakeholders, including business leaders, elected officials, and volunteers.
- Leadership, team building, and facilitation skills.
- Innovative, strategic thinking with the ability to assess community and economic trends.
- High level of professionalism, integrity, judgment, and attention to detail.

Formal Education: Bachelor's degree in business administration, public administration, marketing, communications, or a related field; equivalent experience may be considered. Master's degree preferred.

Relatable Work Experience: Minimum of five (5) years of executive or senior leadership experience in a chamber of commerce, association, nonprofit, business, economic development, or community development organization. Demonstrated success working with a volunteer board and leading an organization through growth and change: proven experience managing staff, budgets, programs, and external relationships.

Training (Licenses(s) and/or Certification(s): Professional credentials such as Certified Chamber Executive (CCE) or Institute for Organizational Management (IOM) graduate preferred or in progress.

Preferred Qualifications: Residency within the Chamber service area strongly preferred.

*Disclaimer: Unless otherwise stated, applicants are permitted to substitute two years of related full-time experience for one year of higher education or one year of related higher education for two years of experience in order to meet the minimum requirements of the job. One year of full-time experience is defined as 30 or more hours worked per week for 12 months. One year of higher education is defined as 30 credit hours completed at an accredited college or university.*