Position Title: Executive Director
Organization: Rotary Club of Nashville (RCON) & Nashville Rotary Service Trust (NRST)
Reports To: Board of Directors
Employment Type: Full-time, Exempt
Location: Nashville, TN

Position Purpose

The Executive Director provides visionary, mission-driven leadership for RCON and NRST—advancing Rotary's impact across Nashville through strategic growth, operational excellence, member engagement, and high-quality programs and service initiatives. The Executive Director stewards volunteer leadership, people, and financial resources to deliver measurable outcomes that reflect Rotary's values of Service, Integrity, Fellowship, Diversity, and Leadership.

Core Competencies

Strategic Leadership & Execution

- Sets and cascades a clear vision aligned to Board priorities; converts strategy into quarterly plans and annual outcomes.
- Anticipates risks, adapts to changing conditions, and sustains momentum across transitions (e.g., annual presidencies).

Financial Stewardship & Business Acumen

- Manages budgeting, financial reporting, audits, investments, and insurance with transparency and rigor.
- Optimizes vendor contracts, space leases, and outsourced services; identifies cost savings without compromising quality.

Program Quality & Communications

- Curates relevant, engaging weekly programs; establishes speaker preparation and follow-up protocols.
- Oversees newsletters, reports, and public presence; ensures messaging is accurate, compelling, and on brand.

Volunteer & Committee Leadership

- Recruits, activates, and supports volunteers to achieve committee goals; coaches chairs; removes barriers to execution.

Relationship Management & Stakeholder Engagement

- Builds trust with members, Board, officers, committee chairs, district leaders, Rotaract, partners, and sponsors.
- Communicates with empathy and discretion; listens well; sustains a positive, inclusive culture of service.

Judgment & Decision-Making

- Makes sound, timely decisions with appropriate consultation; evaluates alternatives; keeps priorities in perspective.

Administrative Organization & Operational Excellence

- Designs efficient systems for meetings, communications, records, and data (e.g., DACdb usage).
- Produces accurate, timely reports; prioritizes work and establishes reliable processes that save time and reduce errors.

Talent Management & Team Development

- Hires, supervises, and develops staff/contractors; sets clear expectations; conducts fair evaluations; invests in growth.

Equity, Inclusion & Belonging

- Proactively attracts and retains a diverse membership; promotes equitable access to leadership and service opportunities.

District, International & Partner Relations

- Strengthens ties with Rotary District 6760, Rotary International, and peer clubs; supports Rotaract and sponsored clubs.

Key Responsibilities

Strategic Leadership & Governance

- Partner with the Board to set annual priorities, KPIs, and budgets; provide quarterly progress updates and risk mitigation.
- Ensure leadership continuity across annual presidencies; advise officers on policy and organizational priorities.

Financial Stewardship & Compliance (RCON & NRST)

- Own budget development, financial reporting, investment oversight, audits, insurance renewals, and financial reviews.
- Negotiate/manage vendor contracts, office leases, outsourced accounting/controller services; ensure cost-effectiveness.

NRST Leadership

- Lead annual NRST fundraising; strengthen donor stewardship; ensure compliant grantmaking and investment oversight.

Programs, Communications & Public Presence

- Deliver relevant weekly programs; maintain speaker experience standards (prep, logistics, post-event follow-up).
- Produce timely communications (newsletters, annual report); represent Rotary publicly with credibility and warmth.

Membership & Volunteer Engagement

- Drive member recruitment, onboarding, and retention; activate all committees established annually (typically 15–20).
- Coach committee leaders; monitor participation; recognize high-impact volunteer contributions.

Operations & Staff Leadership

- Lead the staff team to deliver high-quality programs, meetings (40+ annually), communications, and service projects.
- Establish SOPs for core workflows (e.g., speaker management, membership onboarding, service project scheduling).
- Oversee HR processes (hiring, supervision, evaluation, compensation, professional development).

District, International & Rotaract

- Maintain strong relationships with District 6760 and Rotary International; attend key events (PETS, conventions as appropriate).
- Advise sponsored Rotaract clubs (e.g., Nashville, Fisk, TSU/Meharry as feasible); support junior Rotarians program.

Expected Outcomes & Impact

Annual goals and targets will be set by the Board and Executive Director in the following organizational areas:

- Membership & Engagement
- Service & Community Impact (NRST & Club Service)
- Fundraising & Financial Health (NRST)
- Programs & Communications
- Operations & Governance
- District/International & Rotaract

Qualifications & Attributes

- Bachelor's degree and a minimum of 5–7 years of professional experience in nonprofit or association management, business, public administration, communications, or a related field.
- Demonstrated success leading volunteer-driven or community-based organizations with measurable outcomes.
- Strong financial acumen (budgeting, reporting, audits, investments) and operational management skills.
- Exceptional communication and relationship-building; high discretion and integrity.
- Proactive, organized, and resilient under pressure; able to manage multiple priorities and deadlines.
- Commitment to Rotary's mission and values; inclusive and service-centered leadership style.

Compensation & Benefits

The Rotary Club of Nashville offers a competitive salary beginning at $110,000, commensurate with experience, along with the opportunity for performance-based bonus compensation. The position also includes generous paid time off, paid holidays, and participation in a retirement plan with an annual employer contribution.

To Apply

If you have the passion, expertise, and leadership acumen necessary to undertake this rewarding role, we encourage you to submit a resume with letter summarizing what makes you uniquely suited for the role by Wednesday, February 18, 2026. All materials should be in PDF format and emailed to RotarySearch@parallelsol.com.

About Rotary Club of Nashville

Founded in 1913, the Rotary Club of Nashville is one of the city's longest-standing service organizations, bringing together engaged civic, business, and community leaders committed to strengthening Nashville. Its mission is to impact the Nashville community by providing forums for fellowship, understanding, and service among engaged leaders.

As one of the largest clubs in the United States, the Rotary Club of Nashville is a volunteer-led organization with an active Board of Directors, annually elected officers, and a robust committee structure. Through the Nashville Rotary Service Trust, members provide financial support and volunteer service to advance humanitarian efforts and community impact. The Club also sponsors Rotaract of Nashville, a service organization for young professionals ages 22–35 that fosters leadership, service, and connection among emerging civic leaders.