

EXECUTIVE DIRECTOR

Clarksville Lake Country Chamber of Commerce Clarksville, Virginia

The Clarksville Lake Country Chamber of Commerce is seeking an experienced, community-minded professional to serve as Executive Director.

As the Chamber's chief executive and administrative officer, the Executive Director provides organizational leadership, works closely with the Board of Directors to advance the Chamber's mission and strategic goals, and manages the Chamber's day-to-day operations.

This is not an entry-level position. We are seeking a proven leader who can work independently, build strong relationships, manage competing priorities, and professionally represent the Chamber throughout the business and broader community.

KEY RESPONSIBILITIES

The Executive Director provides leadership across all areas of Chamber operations, including:

- **Organizational Leadership & Board Relations** – Implement Board-approved goals, policies, and initiatives; serve as the primary liaison between Chamber staff and the Board; and provide regular updates on organizational activities, finances, opportunities, and challenges.
- **Membership & Community Relations** – Recruit, retain, and engage Chamber members while building strong relationships with businesses, community organizations, elected officials, sponsors, volunteers, and other stakeholders.
- **Events & Programs** – Oversee Chamber events, programs, initiatives, and community activities from planning through execution.
- **Financial & Administrative Management** – Manage the Chamber's budget and financial operations in collaboration with the Treasurer and Board of Directors.
- **Marketing & Communications** – Oversee Chamber communications, promotions, social media, website content, and efforts that increase awareness of the Chamber and its members.
- **Sponsorship & Revenue Development** – Maintain sponsor relationships and identify opportunities to increase organizational support and revenue.
- **Staff & Volunteer Leadership** – Supervise Chamber staff and provide leadership and direction to volunteers and committees, establishing priorities, accountability, and a positive professional work environment.

The Executive Director must be comfortable balancing strategic leadership with hands-on involvement in the daily operations of a small, active Chamber of Commerce.

QUALIFICATIONS

The successful candidate will be a confident, organized, relationship-oriented professional with demonstrated leadership and management experience.

Preferred qualifications include:

- 3–5 years of progressive leadership or management experience, preferably in a Chamber of Commerce, nonprofit, business, community, or related organization.
- Bachelor's degree preferred; relevant professional experience may be considered in lieu of a degree.
- Experience supervising staff and working effectively with boards, volunteers, and committees.
- Experience with budgeting, financial oversight, event planning, membership development, sponsorships, grant writing or fundraising.
- Strong business and community relationship-building skills.
- Excellent written, verbal, interpersonal, organizational, and time-management skills.
- Ability to work independently, exercise sound professional judgment, solve problems, and manage multiple priorities and deadlines.
- Comfort representing an organization publicly and interacting with business leaders, community partners, elected officials, and the general public.
- Proficiency with Microsoft Office and familiarity with QuickBooks, WordPress, social media, email/calendar systems, and similar business technology.
- Ability to work a flexible schedule, including occasional evenings and weekends for Chamber events.
- Valid driver's license and reliable transportation.

WHY JOIN THE CHAMBER?

This is an opportunity for an experienced professional to play a meaningful leadership role in the Clarksville Lake Country business community. The Executive Director will help strengthen relationships, support local businesses, lead community events and programs, and influence the future direction and growth of the Chamber.

The Executive Director reports to the **Clarksville Lake Country Chamber of Commerce Board of Directors through the HR Committee or Board President.**

TO APPLY

Interested candidates should submit a **resume and cover letter** outlining their qualifications and interest in serving as Executive Director.

Clarksville Lake Country Chamber of Commerce

ClarksvilleVaChamber@gmail.com

Application Deadline: September 25, 2026

The Clarksville Lake Country Chamber of Commerce is an equal opportunity organization.