

DIRECTOR OF PROGRAMMING & EVENTS

YOUR CHAMBER IS HIRING 

DANVILLE PITTSYLVANIA COUNTY CHAMBER OF COMMERCE | (434) 836-6990 | PO BOX 99 | 8653 US HIGHWAY 29 | BLAIRS VA 24527 US

150 SLAYTON AVE | DANVILLE, VA 24540 | 434.836.6990 | [WWW.DPCHAMBER.ORG](http://WWW.DPCHAMBER.ORG)

**Job Title**: Director of Programming & Events

**Reports to**: President & CEO

**Job Description:** Reporting to the President & CEO, the Director of Programming & Events provides high energy, creativity, and leadership in the planning and execution of programs and events that deliver measurable value to Chamber members and the business community. This position is responsible for creating meaningful experiences that align with the Chamber’s mission and strategic priorities while enhancing member engagement and visibility.

The Director will develop and manage events of all sizes, from leadership development initiatives and business education programs to networking opportunities and signature Chamber events. In addition, the Director will strategically grow the Chamber’s programs and events, increasing participation and sponsorship opportunities to drive both member value and revenue growth. The role requires strong organizational skills, attention to detail, and the ability to balance multiple projects while building positive relationships with members, sponsors, and community partners.

**Responsibilities**

**Programming & Events**

* Design, plan, and execute a calendar of programs and events that align with the Chamber’s mission and address member and community needs. Current programs include Annual Meeting, Annual Awards, Morning Brew, Business After Hours, Business on Tour, Smart Series, Ribbon Cutting Ceremonies, and the Chamber Golf Classic.
* Create content for existing Chamber programs.
* Develop new program series that reflects member interests and regional priorities.
* Manage logistics for all programs and events, including venue coordination, vendor relationships, contracts, timelines, and budgets.
* Evaluate programs and events based on member feedback, participation, and return on investment; recommend improvements as needed.
* Work with the Chamber team to support and direct leadership and talent development initiatives, including Leadership Southside, Young Professionals, WE (Women Empowered) Lead, Manufacturers Roundtable, and the Ambassadors program.
* Collaborate with the Director of Operations on communications, marketing, and promotions to ensure programs and events are effectively publicized.
* Secure and manage event sponsorships to increase revenue goals and grow attendance, ensuring value delivery for sponsors.

**Partnerships & Member Engagement**

* Serve as the staff liaison for Chamber committees and task forces related to programs and events.
* Develop and maintain relationships with members, sponsors, and stakeholders to enhance participation and engagement in Chamber events.
* Ensure Chamber programs and events provide benefit to members by creating opportunities for networking, professional growth, and visibility for members.

**General**

* Maintain accurate program and event data in ChamberMaster.
* Support other Chamber initiatives and special projects as assigned by the President & CEO or the Director of Operations.

**Qualifications:**

* Understanding of the Chamber’s mission, focus areas, and strategic priorities.
* Significant experience in program development, event planning, and project management.
* Ability to think strategically and offer innovative approaches to programming and events.
* Excellent organizational, prioritization, and planning skills, with strong attention to detail and follow-through.
* Strong interpersonal, verbal, and written communication skills.
* Proficiency in Microsoft Office Suite and event/marketing platforms (such as Constant Contact).
* Bachelor’s degree preferred; equivalent combination of education and relevant experience will be considered.

Be part of the exciting growth happening in the Danville Pittsylvania County region! Send your resume and three professional references to Anne Moore-Sparks at Anne@dpchamber.org.