

## **Executive Director**

### **Farmville Area Chamber of Commerce**

#### **About the Chamber:**

Since 1948, the Farmville Area Chamber of Commerce has strived to improve the lives of those living and doing business in our community. Alongside our members, we provide educational initiatives, promote tourism, serve as advocates for local businesses, and seek opportunities to aid a diverse and growing population. The Farmville Area Chamber of Commerce primary geographical footprint includes the Town of Farmville, Prince Edward County, and Cumberland County. The chamber has nearly 300 members, a full-time Executive Director, part-time Assistant Director, and part-time Director of Marketing & Finance. The Chamber is governed by a 15 member volunteer Board of Directors representing a diverse set of governmental entities, businesses and not for profits.

#### **About the Town of Farmville & Virginia's Heartland:**

Farmville is a center of activity for a seven-county area that makes up "Virginia's Heartland." The Town is located in both Cumberland and Prince Edward Counties, at the intersection of Routes 15 and 460, in the Piedmont area of South-Central Virginia. The largest municipality between Richmond and Lynchburg, Farmville is within an hour of both, as well as an hour from Charlottesville. The Town, formed in 1798 and incorporated in 1912, serves as the county seat of Prince Edward County. In addition to serving as the hub of economic activity for a regional population of approximately 120,000 people, Farmville attracts many visitors who come to enjoy its shopping, history, cultural, educational and outdoor activities. In recent years, Farmville's downtown area has flourished, helping to create exciting momentum.

#### **Position Description:**

The Farmville Area Chamber of Commerce seeks a full-time Executive Director to provide leadership while promoting the mission and objectives of the Chamber. The Executive Director serves as the Chief Executive Officer, Chief Development Officer, and Chief Spokesperson reporting to the volunteer Board of Directors. The Executive Director ensures the effective operation of the Chamber while coordinating all organizational activities including programs, membership, relationship with external organizations, employment, training, customer service, supervision of staff and volunteers, and the execution of the annual budget. The Executive Director will give attention to ensuring the financial stability of the Chamber while providing an array of services and an effective marketing effort resulting in membership growth; development and execution of non-dues revenue programs that generate reliable income for the Chamber; working closely with local governments, schools, agencies, and employers on workforce and economic development efforts that promote our community; communicating effectively with and

maintaining regular contact with chamber members, staff, business community, governmental and non-governmental agencies, tourists and the general public; managing the day-to-day operations; and performing such other duties as assigned by the Board.

### **Essential Responsibilities:**

- Program of Work - Collaborates with the Board of Directors to develop and maintain an annual and long-term strategic plan, organize committees and resources to execute the plan, and identifies the programs that will ensure the successful delivery of services to the Chamber and community.
- Membership - Responsible for developing and implementing recruitment and retention strategies to increase membership and retain existing members. Engages Board members, staff and volunteers in annual membership campaigns. Provides annual reports detailing strategies and results.
- Programming and Special Events – Responsible for all chamber events organized to support the organization; this includes special events and annual events such as the annual awards celebrations, monthly business after-hours, ribbon cutting ceremonies, education learning sessions, chamber leadership programs, golf tournaments or other events as organized. This includes ensuring and securing financial resources, necessary donations, and other support as needed.
- Chamber Governance – Assist the Board of Directors, committees, members, volunteers, and staff in the interpretation of policies that promote the vision and mission of the organization. Ensures that Board committees are appropriately staffed. Identifies and implements solutions to challenges that face the Chamber and community, including policy engagement at the local and state level. Advises the Board on organizational structure and internal operating procedures ensuring appropriate governance and adherence to best practices.
- Finances & Fundraising - Works with the Treasurer, Finance Committee, and the Board of Directors to develop an annual budget that is fiscally responsible –related to program goals and objectives established by the Board of Directors. Manages all expenditures within the framework of the budget including employee payroll and taxes. Is accountable for and gives considerable attention to working towards growth in revenue, while maintaining responsible spending. Monitors the preparation and ensures accuracy of the financial report statements presented to the Board of Directors.
- Staff Management & Development - Responsible for the hiring, supervision, and annual performance evaluation of the Chamber staff, assigning their duties, overseeing work completed, and establishing terms of employment within the framework of the approved budget.

**Compensation:**

The compensation package will include a base salary of \$35,000-\$45,000 and will be negotiated based on experience. Successful candidates will also be provided with a monthly stipend of \$500 that can be used towards the purchase of other desired benefits (health, retirement, disability, etc) health benefits or other expenses. With approval from the Board of Directors and in consideration of financial performance, an annual bonus may be awarded.

**Preferred Qualifications:**

- Bachelor's Degree in business, government, communications, or related field preferred.
- Experience in organizational management, including private sector, non-profit, or government.
- Excellent verbal and written communication and interpersonal communication skills.
- Ability to raise funds through sponsorships, memberships and non-dues revenue programs.
- Knowledge of the Farmville area as a business location is highly desirable.
- Ability to work with external constituencies including local governments and organizations.
- Energy and zest in providing leadership and guidance to a regionally diverse community.

If interested please provide a cover letter, resume, and three references to the Chamber office at [info@farmvilleareachamber.com](mailto:info@farmvilleareachamber.com). To ensure full consideration please submit your application before April 10, 2020.