



The Fauquier Chamber of Commerce is committed to helping the community do business so that we all can thrive, through Relationships, Resources and Revitalization.

We are seeking an outgoing, organized and motivated individual that will lead us in doing that to become our next

Executive Director.

As the “Face of the Chamber” you will

- Actively develop Sponsorship Opportunities to help our members maximize visibility and influence in the community.
- Seek opportunities for businesses in the community to join and benefit from membership in our Chamber.
- Consistently nurture our members and provide great opportunities to build and enhance their businesses.
- Engage in collaborative efforts with other organizations and groups to build and strengthen our community.

More specifically, you will

- Communicate with members and sponsors to ensure satisfaction and retention.
- Work with the Board of Directors to create and execute a vision and strategic plan to increase value for the members and the community.
- Advocate for the chamber membership in legislative and economic development arenas.
- Facilitate the effective creation and execution of events that enhance value for our members by working with various committees.
- Work with council leadership to provide value for the members.
- Provide supervision and direction for office staff.
- Manage the Chamber office including finances (working with bookkeeper, collecting accounts receivable, managing payroll, accounts payable and reporting to the board.)
- Actively close sales to increase revenue.

You may be perfect to lead our organization if you have

- A working knowledge of the fundamentals of a Chamber of Commerce.
- At least 5 years of executive experience, plus 5 years of sales experience achieving or surpassing growth expectations.

- Strong interpersonal, verbal and written communication skills.
- Confidence and effectiveness as a public speaker.
- Technical experience with the following programs: QuickBooks, Microsoft 365/excel. ChamberMaster, and Mailchimp experience helpful. Some HTML/CSS experience a plus.
- Strong organizational, strategic and leadership skills.

In order to apply for this position, please attach a cover letter, resume, three professional recommendations, and your salary requirements by June 4, 2021 and email to Marianne Clyde (Chair of the Board of Directors) at marianneclyde@gmail.com.