



414 Washington Street  
Altavista, Virginia 24517  
434.369.6665  
[www.altavistachamber.com](http://www.altavistachamber.com)

The Altavista Area Chamber of Commerce is searching for its next Chamber President.

The Altavista Area Chamber of Commerce is seeking a career minded, dynamic, energetic, highly motivated individual for the position of President. This position will lead the strategic vision and mission of the Chamber. The President will be a visionary with overall responsibilities for leadership and management of the Chamber and will be accountable for the effective and efficient operation of the organization including fiscal management. The President works with the Executive Committee, Board of Directors, Committee Chairs and Chamber volunteers to achieve the Chamber's goals.

Salary range of \$35,000 to \$42,000 depending on qualifications and benefits. Qualified candidates are encouraged to submit a cover letter, resume, salary history and at least 3 professional references to: Altavista Chamber of Commerce, Attn: Selection Committee, 414 Washington St, Altavista, VA 24517, Email Address [goaltavista@altavistachamber.com](mailto:goaltavista@altavistachamber.com). Position is open until filled. EOE.

**Job Responsibilities:**

**Leadership:** Providing objective advisement during Board Discussion regarding setting and implementing policy, priorities and establishing a program of work. The President will work closely with Town Council, the Office of Economic Development, and Altavista on Track, in a collaborative effort to promote town events and to support the strategic plan for the Town of Altavista.

**Advocacy:** Devising and implementing a program that assures that the Chamber's membership and the business community are provided highly visible, well respected, and keenly effective representation regionally.

**Education:** To undertake programs and activities that improve the business community's ability to succeed in doing business in Altavista.

**Membership:** To provide an array of services and an effective marketing effort that will lead to membership growth and fiscal stability for the Altavista Chamber. In so doing, increase the visibility of the Chamber regionally and attract members from small and large companies and across economic and geographic sectors.

**Entrepreneurship:** To identify, organize and market an array of non-dues revenue programs that generate reliable income for the Chamber and contribute substantially to its fiscal stability.

**Collateral Responsibilities:**

In carrying out the foregoing mission of the Altavista Chamber, the President shall perform the following management functions:

1. Committees: Shall assure the establishment, maintenance and operation of those standing committees required to fulfill membership and other town objections.
2. Personnel: Shall be responsible for staff selection, compensation, training, professional development, termination and morale.

3. Fiscal Management: Shall carry out the fiscal activities of the Chamber systematically, thoroughly, and with integrity, with the ultimate annual goal of operating “in the black” and achieving a modest surplus.
4. Carry out the direction of the Executive Committee and the Board of Directors and keep those bodies fully informed of events, trends, decisions (internal and external) and potential concerns that affect the business environment and the effectiveness of the Chamber.
5. Effect and maintain the highest standards of quality in all Chamber functions and activities to assure the organization enjoys the highest possible image, reputation, and perception in the business community and the public at large. In so doing, serve as the chief staff spokesperson for the Altavista Chamber and represent it at the highest levels of decision-making.

**Desired credentials, skills and experience:**

- Bachelor’s Degree or equivalent work experience in business, government, communications or related field.
- Superior communication skills both orally and in writing. The public speaking component of the position is critical.
- Knowledge of Altavista and the surrounding areas as a business location is highly desirable.

The Altavista Chamber of Commerce is an equal opportunity employer. The Chamber does not discriminate based on race, creed, gender, national origin, marital or veteran status, sexual preference or any other legally protected status.