

Executive Director

Buckhannon-Upshur Chamber of Commerce

Buckhannon, West Virginia

Position Type

Full-Time | Flexible Schedule

Salary

\$37,440 - \$41,600 Commensurate with relative experience

About the Organization

The Buckhannon-Upshur Chamber of Commerce is a member-driven organization dedicated to promoting, supporting, and advocating for businesses in Upshur County and the surrounding region. The Chamber works to strengthen the local economy, foster community partnerships, and enhance the overall quality of life in Buckhannon and Upshur County.

Position Summary

The Executive Director serves as the chief administrative and operational leader of the Chamber. This individual is responsible for implementing the organization's strategic goals, managing daily operations, supporting membership growth and engagement, coordinating events and programs, and serving as the primary liaison between the Chamber, local businesses, government entities, and community partners.

The ideal candidate is a dynamic, self-motivated professional with strong leadership, communication, and organizational skills who is passionate about community and economic development.

Key Responsibilities

Leadership & Administration

- Provide overall leadership and management of Chamber operations
- Work collaboratively with the Board of Directors to implement strategic initiatives

- Develop and manage the annual budget in coordination with the Board
- Ensure accurate financial recordkeeping and reporting
- Maintain Chamber policies, procedures, and compliance requirements

Membership Development & Engagement

- Recruit, retain, and engage Chamber members
- Serve as the primary contact for member inquiries and support
- Develop membership value initiatives and sponsorship opportunities
- Maintain accurate membership records and communications

Events & Programs

- Plan, coordinate, and execute Chamber events, including networking events, community programs, and the annual dinner
- Secure sponsorships and partnerships for events
- Oversee event marketing and promotion
- Coordinate the Leadership Upshur Program in partnership with the Upshur County Development Authority Executive Director

Marketing & Communications

- Manage the Chamber's website, social media platforms, and email communications
- Promote Chamber initiatives, members, and community activities
- Serve as an ambassador for the Chamber at public functions and community meetings

Community & Economic Development

- Represent the Chamber with local government, community organizations, and regional partners
- Advocate for business-friendly initiatives and policies
- Build strategic relationships that strengthen the local business environment

Qualifications

Required

- Strong leadership and organizational skills
- Excellent written and verbal communication skills
- Ability to work independently and manage multiple priorities
- Proficiency in basic financial management and budgeting
- Comfortable with public speaking and community engagement

Preferred

- Experience in business management, nonprofit administration, marketing, public relations, or a related field
 - Bachelor's degree in business, communications, public administration, or related field
 - Experience with membership-based organizations or chambers of commerce
 - Event planning and fundraising experience
 - Knowledge of the Buckhannon-Upshur business community
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Compensation & Benefits

- Salary based on experience
 - Flexible work hours
 - This position does **not** include health insurance benefits
 - This position does **not** include retirement benefits
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Work Environment

This role requires a combination of office-based work, remote flexibility, and in-person attendance at Chamber events, meetings, and community functions. Some evening and occasional weekend hours may be required for events and meetings. This position shares office space with the Upshur County Convention and Visitors Bureau.

How to Apply

Interested candidates should submit the information below to cwallace@regionvii.com.

- A cover letter outlining qualifications and interest
- A current resume
- Three professional references

Applications will be reviewed on a rolling basis until the position is filled.

The Buckhannon-Upshur Chamber of Commerce is an equal opportunity employer and encourages applicants from diverse backgrounds to apply.