



PRESIDENT & CEO

ABOUT OAK RIDGE

Nestled in the scenic foothills of East Tennessee, Oak Ridge offers an exceptional quality of life marked by natural beauty, innovation, and community spirit. Known as the “Secret City” for its pivotal role in the Manhattan Project, Oak Ridge is now a thriving hub for science, technology, and advanced manufacturing, anchored by the world-renowned Oak Ridge National Laboratory.

The City of Oak Ridge and the Oak Ridge Corridor serve as a central hub for innovation in the Tennessee Valley. World-class resources such as the Department of Energy’s integrated research centers that both create and foster innovation through programs like the technology transfer program. The nearby Y-12 National Security Complex also offers commercial and federal intellectual property and research agreements, along with regional educational partners like the University of Tennessee’s UT Research Foundation.

With top-rated schools, a robust local economy, and a pro-business climate that encourages growth and entrepreneurship, Oak Ridge provides a dynamic environment for families and businesses alike. Residents enjoy a wealth of recreational opportunities, from hiking and biking trails to nearby lakes and parks, along with a strong sense of civic pride and cultural engagement.

Oak Ridge is blessed with limitless amenities that make day-to-day living a pleasure. Safe neighborhoods, award-winning schools, top-notch healthcare and a traditional sense of community, make Oak Ridge the perfect environment to nurture a family, live an exciting life, or enjoy a full retirement life.

THE OAK RIDGE CHAMBER

The Oak Ridge Chamber of Commerce is a forward-thinking, high-impact organization dedicated to fostering a vibrant business community and enhancing the overall prosperity of Oak Ridge. With a strong legacy of collaboration and innovation, the Chamber serves as the voice of business, a catalyst for economic growth, and a connector of leaders and ideas. It plays a critical role in supporting a diverse range of industries—from cutting-edge scientific research and energy to advanced manufacturing and small business development. The Chamber is deeply engaged in advocacy, workforce development, and community advancement, all while maintaining a strong membership base and a respected presence throughout the region. This is an exciting opportunity to lead a well-established, strategically positioned organization that is poised for continued growth and influence. For more information visit [Oak Ridge Chamber](#).

Our Vision Statement

The Oak Ridge Chamber of Commerce is the community’s recognized business voice, representing our members and leading in advocacy for quality growth, convening pro-growth partnerships, and mobilizing business and community leadership to assure the economic vitality of the Oak Ridge community.

Our Mission Statement

The Oak Ridge Chamber of Commerce enhances the economic vitality of the greater Oak Ridge community and provides exceptional business and leadership opportunities for our members. We are “in business for business.”

ORGANIZATION BY THE NUMBERS

Chamber Membership: 525

Professional Team: 4

Board of Directors: 27

Total Budget: \$800K

OUR NEXT PRESIDENT & CEO

The Oak Ridge Chamber of Commerce is seeking a visionary, results-driven President & CEO to lead our dynamic, member-focused organization. This individual will serve as the strategic and operational leader, ensuring the Chamber's continued relevance, impact, and growth in a rapidly evolving economic landscape. As the voice of business in Oak Ridge, the Chamber plays a vital role in community and economic development, business advocacy, regional partnerships, and delivering high-value programs and events. The President & CEO will oversee all aspects of the organization's operations, execute the strategic plan approved by the Board of Directors, and align staff and resources to achieve annual goals. We are looking for a collaborative, forward-thinking leader who thrives on building relationships, driving innovation, and elevating the business community. This is a rare opportunity to make a meaningful difference in a city known for its innovation, quality of life, and economic vitality.

The Position

Reporting to the Board of Directors, the CEO has at present 3 direct reports, (Membership Director, Director of Events & Programs, and Office Manager.) Principal initial accountabilities are to serve as a proactive and visionary leader to:

- Continue to implement the Chamber's strategic plan and regularly update the plan using that effort to more broadly involve all Chamber members and secure their buy-in to a redefinition of the Chamber's vision and mission and major area of thrust.
- Support operations and administration of Board by advising and informing Board members, interfacing between Board and staff, and supporting Board's evaluation of chief executive.
- Oversee the design, marketing, promotion delivery and quality of programs, products and services.
- Recommend yearly budget for Board approval and prudently manage organization's resources within those budget guidelines according to current laws and regulations.
- Effectively manage the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations.
- Assure the organization and its mission, programs, products and services are consistently presented in strong, positive image to relevant stakeholders.
- Oversee revenue planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administering financial records and documentation.
- Keep the Chamber on sound financial ground through improved service to members, demonstrating value, and promotion of existing and new programs, with the result that members consistently renew their memberships and attract new members.
- Serve as the primary spokesperson for the Chamber, maintaining a strong and visible presence in the community and regularly speaking at events, meetings, and with partner organizations to maximize visibility and credibility.

Education and Experience

A bachelor's degree is preferred, with additional consideration given to candidates holding an advanced degree in business administration, public administration, or a related field. A combination of relevant education, experience, and demonstrated skills will be considered for the ideal candidate. The successful applicant will have held a senior executive role—ideally as the leader of a comparable membership-based or nonprofit organization—or have significant executive-level experience within a Chamber of Commerce or Economic Development organization. Professional credentials such as Certified Chamber Executive (CCE), Certified Association Executive (CAE), U.S. Chamber Institute for Organization Management (IOM), and/or Certified Economic Developer (CEcD) are highly desirable. A minimum of eight years of relevant leadership experience is preferred.

Knowledge, Skills and Abilities

- Proven experience in leadership, management and staff development with additional experience related to HR policies, personnel and hiring practices.
- The person will be action-oriented versus reactive, have excellent team building skills, have a consensus building style, be oriented to organizational cohesiveness, and will be an effective negotiator and compromiser who is known as one who reasons with others.
- A strong and decisive person, the CEO will be a risk taker, assertive, courageous, determined, and persistent while tactful and not argumentative.
- Politically sensitive and savvy while not a politician, will be diplomatic to balance interest, and will be both open and open minded.
- Prefer experience in all facets of chamber of commerce and/or association or nonprofit management.
- Experience in working with volunteer boards of directors, leadership training for volunteers, and providing a basis for cooperation and goodwill within the organization.
- Planning and organizational skills.
- Strong command of written and verbal communication skills.
- Self-starter with a high energy level proven leadership skill.
- Creative thinker.
- Good working knowledge of computers, business and accounting software.
- Residence in Oak Ridge is required within 3 months of hire.

IMPORTANT CHARACTERISTICS

- Commitment to business advocacy
- Outstanding interpersonal skills
- Ability to successfully relate to staff, volunteers, community leaders and partner organizations
- Goal oriented
- Motivated to achieve organizational and personal success
- Effective oral and written communication and presentation skills
- Effective working with groups of people to achieve established goals
- Effective problem solver
- Ability to perceive and understand community and group dynamics.
- Willingness to compromise to achieve a higher goal
- Savvy in dealing with organizational and community politics
- Ability to acquire the confidence of colleagues
- Operates with integrity

COMPENSATION AND BENEFITS

The compensation package will include a competitive salary (\$150k+) based upon the candidate's level of professional experience. The Chamber also offers a dynamic benefits package, including, but not limited to paid holidays, paid time off, group medical insurance, dental, vision, and 401K with match. Car allowance is negotiable.

REQUIRED RESIDENCE

It is expected that the successful candidate will live in Oak Ridge, TN, within 3 months of employment.

DEADLINE TO APPLY is JULY 14 at 5pm EST.

Interested candidates are required to submit a letter of interest outlining your desire to become the next President/CEO of the Oak Ridge Chamber, resume/CV, and minimum salary requirements.

***Any materials received incomplete will be returned.**

Email materials to:

Anissa Starnes, IOM
Chief Impact Officer / Executive Recruiter
YGM, LLC
jobs@YGMTRC.COM
NO PHONE CALLS PLEASE

YGM, LLC, has been retained by the Oak Ridge Chamber Board of Directors to assist in their nationwide search for a new President & CEO. For more information on YGM, visit www.YouGetMore.com

