



Town of Middleburg

Town Manager





The Position

The Town of Middleburg seeks an experienced, community-oriented leader to serve as its next Town Manager. Reporting directly to the Mayor and seven-member Town Council, the Town Manager serves as the chief executive and administrative officer responsible for the day-to-day operations of the Town government. This is a hands-on leadership role that requires strategic vision, fiscal discipline, and a genuine commitment to preserving and promoting Middleburg's unique character.

The Town Manager oversees all municipal departments and functions, including finance and administration, police, planning and zoning, and water and sewer. The position carries broad responsibility for implementing Town Council policies, preparing and administering the annual budget, managing capital improvement projects, and ensuring the delivery of high-quality services to residents, businesses, and visitors. The Town Manager also serves as the primary liaison between the Town Council and staff, translating policy direction into operational action.

Key responsibilities include presenting monthly reports to the Town Council, attending all regular and special meetings, and representing the Town in interactions with Loudoun County, state agencies, and regional partners. The Town Manager provides strategic counsel to the Mayor and Council on land use, economic development, infrastructure investment, and intergovernmental affairs. The position requires regular engagement with residents, business owners, and community organizations.

The Town Manager oversees contractor and consultant relationships across multiple service areas, including event management, social media and marketing, and infrastructure projects. The role also requires direct involvement in long-range planning, including updates to the Comprehensive Plan, zoning ordinance amendments, and implementation of the Town's Strategic Initiatives. The ideal candidate will bring a generalist municipal management background with the ability to manage complex community projects, work collaboratively with county and regional partners, and lead a small, dedicated team of professionals.



Priorities

Investing in Infrastructure and Utilities. Middleburg's water and wastewater systems serve as the backbone of the community, and the next Town Manager will oversee critical capital investments in these aging systems. The Town recently completed updates to its water treatment plant and continues to evaluate long-term needs for utility infrastructure. Balancing system reliability, regulatory compliance, and affordability for residents will be a defining priority. The Town Manager will lead the planning and execution of capital improvement projects while working to secure funding through grants, intergovernmental partnerships, and responsible rate-setting.

Balancing Growth with Community Character. The Town's [Strategic Initiatives](#) identifies the need to guide economic balance, supporting commercial vitality while preserving Middleburg's historic small-town identity. The Town Manager will navigate development pressures from the broader Loudoun County region, working closely with the Planning Commission, the Town Council, and community stakeholders to ensure that growth aligns with the Town's Comprehensive Plan and the values of its residents. This includes managing relationships with the county and developers and providing support in the areas of planning, land use, and economic development matters.

Strengthening Community Engagement and Inclusion. Middleburg's strategic priorities emphasize building stronger connections across the entire community, including areas of Town that are underrepresented or do not often engage in Town activities. The Town Manager will expand engagement efforts to ensure that all residents have a meaningful voice in local government. This includes developing accessible communication channels, hosting community conversations, and fostering trust with the Town government.

Leading a Small, High-Performing Team. The Town operates with a lean workforce where each staff member carries significant responsibility. The Town Manager will foster their culture of accountability, collaboration, and professional growth. This includes providing clear expectations, investing in staff development, and maintaining the organizational stability needed for effective service delivery. The ideal leader will continue to cultivate an environment where employees feel valued and empowered to contribute to the Town's mission.

Navigating Intergovernmental Relationships. As a small town within a high growth region, Middleburg depends on strong intergovernmental partnerships with Loudoun County, the Virginia Department of Transportation (VDOT), state agencies, and regional organizations. The Town Manager will serve as Middleburg's primary representative in these relationships, advocating for the Town's interests. Building and maintaining productive working relationships with county leadership and neighboring jurisdictions will be essential to the Town's long-term success.



The Successful Candidate

The next Town Manager of Middleburg is an experienced municipal leader with a generalist background and the ability to manage the full range of local government functions in a small-town setting. The ideal candidate brings a strong foundation in public administration, a collaborative management style, and a genuine appreciation for the distinct character of a historic rural community. This individual is equally comfortable presenting budget recommendations to elected officials, managing a utility capital project, and engaging with residents at a community event.

The successful candidate demonstrates the ability to think strategically while remaining deeply engaged in daily operations. In a 15-person organization, the Town Manager must move seamlessly between long-range planning and hands-on problem-solving, setting organizational direction while ensuring that core services are delivered effectively every day. This includes a strong track record of responsible budget management, with experience preparing and presenting annual budgets, overseeing capital improvement programs, managing utility rate structures, and identifying creative funding strategies such as grants and intergovernmental cost-sharing arrangements.

The next Town Manager communicates clearly, listens actively, and engages authentically with a wide range of stakeholders. This includes the ability to present complex information in plain language to elected officials and the public, respond to resident concerns with empathy and follow-through, and build trust through transparency and consistent outreach. The successful candidate understands the council-manager dynamic and works effectively with a Mayor and Town Council to translate policy direction into administrative action, providing well-researched options and honest professional counsel while respecting the governing body's authority to set priorities and make decisions.

The ideal candidate is supportive and accessible. In a small organization, the Town Manager's leadership style has an outsized impact on morale and performance, making it essential that this individual lead with integrity, consistency, and respect. While the position does not require deep technical engineering expertise, the successful candidate should have a working knowledge of water and wastewater systems and capital project management. Experience overseeing utility functions or working closely with utility operations in a prior role is strongly preferred.

The next Town Manager brings experience working across jurisdictional boundaries and understands the dynamics of small-town governance within a rapidly growing regional context. The ability to advocate effectively for Middleburg's interests with county, state, and federal partners is a key attribute. Serving as the chief executive of a small municipality also requires the ability to manage competing demands, respond to unexpected challenges, and maintain focus on strategic priorities while handling the day-to-day realities of local government operations. The successful candidate thrives in an environment that values versatility and resourcefulness.

The Community

Middleburg is a historic community situated in southwestern Loudoun County. The Town is home to approximately 700 residents who treasure its sense of authentic community and quaint, small-town feel. As the commercial hub for southwestern Loudoun and northern Fauquier Counties, Middleburg boasts a diverse service, retail, and hospitality-based economy. Examples include the triple Five-Star awarded Salamander Middleburg, the Red Fox Inn & Tavern (America's oldest continuously operating Inn), and the recently-opened The Boyd Bed & Breakfast.

The Middleburg economy includes numerous restaurants, boutique retail options, and locally owned businesses that support the community's needs. Middleburg is known for its picturesque countryside, with horses and stone walls being common sights in the surrounding areas. The Bull Run and Blue Ridge mountains create a scenic backdrop that perfectly complements the Town's charm and warmth you'll receive.

Learn more about our Town at www.middleburgva.gov.

Middleburg is a full-service Town government with 15 full-time Town employees, including a 24/7 police force. View the organization chart [here](#). The annual Town's proposed operating budget is approximately \$7.15 million. Meals and lodging taxes account for approximately 60% of the Town's General Fund revenues, primarily driven by tourism and visitor spending. The Town has a robust fiscal reserve (125% of General Fund operating expenditures and 100% of Utility Fund operating expenditures) and additional Unassigned Fund Balances (that are programmed for long-term capital projects and one-time uses).

The Town is governed by a Mayor and seven Council members, who also appoint numerous advisory boards and committees. The Town Council is focused on strategic planning, innovation, business enhancement, protecting the quality of life, and customer service. The Town recently completed a new Town Hall and Police Department. Despite its small number of residents, the Town has a thriving business economy, balancing community-supportive needs with visitor shopping options. Businesses are highly community-oriented, working together to benefit the entire Town. This is exemplified through a very strong business association with more than 100 members and an engaged citizenry and workforce.



Inside The Organization

The Town of Middleburg operates under a council-manager form of government. The Mayor is elected at-large and presides over a seven-member Town Council, which serves as the legislative and policy-making body. The Town Manager is appointed by the Town Council and serves as the chief executive and administrative officer responsible for all municipal operations.

The Town government employs approximately 15 full-time staff members who deliver a full range of municipal services, including administration and finance, event management, planning and zoning, police, public works, and water and wastewater utility operations. The Town contracts for marketing and communications support. The Town Manager directly supervises all department heads.

The Town's adopted budget for the upcoming fiscal year is approximately \$7.1 million, which includes the General Fund and utility enterprise funds. Included in the budget are two new positions (one additional patrol officer and a utility billing specialist). The Town operates its own water treatment and wastewater collection systems, making utility management a significant component of the Town Manager's portfolio.

The Town Council has adopted its **2026-2027 Strategic Initiatives** which articulate four overarching strategic priorities: Protect Our Quality of Life, Promote Community Well-Being, Guide Economic Balance, and Lead Responsibly. These priorities are supported by nine strategic goals, including completing the Asbury Church project, maintaining infrastructure, expanding community engagement with the Windy Hill communities, supporting local businesses and tourism, and strengthening financial sustainability. The Strategic Initiatives guides the Town Manager's work plan and annual budget priorities.

The organization's core values, as expressed in its strategic planning framework, include community stewardship, transparency, collaboration, fiscal responsibility, and inclusivity. The Town Manager is expected to model these values in all aspects of organizational leadership and community relations.

Qualifications

The Town of Middleburg seeks candidates with a bachelor's degree in public administration, business administration, political science, or a closely related field. A master's degree in public administration (MPA) or a related discipline is strongly preferred. Candidates should have progressively responsible experience in municipal management, with prior service as a town or city manager, assistant or deputy manager, or a department head with broad organizational responsibilities. Experience in a small to mid-size community is preferred, and familiarity with Virginia local government operations is an asset. Credentialing through the International City/County Management Association (ICMA) or willingness to pursue credentialing is valued. The Town of Middleburg is an equal opportunity employer committed to building a diverse and inclusive workforce.





Compensation

The expected hiring range is \$150,000-\$185,000, depending on qualifications, with an excellent benefits package.

Benefits offered include the following:

- Health, dental, vision, and life insurance
- Participation in the Virginia Retirement System
- Deferred compensation plan and matching program
- Paid federal and state holidays (approximately 14.5 days per year)
- Paid annual, sick, and family leave (qualifying FLMA event)
- Bonus and merit programs, incentivizing performance that exceeds expectations
- Access to on-site fitness area for wellness
- Professional development, including training, conferences, and certifications
- Tuition assistance program



How to Apply

Applications will be accepted electronically by Raftelis at raftelis.com. Applicants complete a brief online form and are prompted to provide a cover letter and resume. The position will be open until filled with a first review of applications beginning June 23, 2026.

The Town of Middleburg is an Equal Opportunity Employer (EOE).



Questions

Please direct questions to Anne Lewis at alewis@raftelis.com or 540.757.0316 or Niayla Hairston at nhairston@raftelis.com.

Trusted advisors transforming communities

19 Garfield Place, Suite 500, Cincinnati, OH 45202 / 513.221.0500

 **RAFTELIS**