

PINE BLUFF REGIONAL CHAMBER OF COMMERCE

Position: Chamber Director

Reports to: Alliance President/CEO and Chamber of Commerce Board of Directors

Job Summary:

The position is tasked with implementing the Chamber's Program of Work, coordinating the organizational structure and procedures, managing the Chamber budget and expenditures, motivating its volunteers, directing and growing the maintenance of the membership base, interpreting and administering policy, and coordinating external relations and communications.

Qualifications:

- Bachelor's Degree plus management experience is preferred. Candidates with equivalent experience may be considered.
- Would prefer Chamber work experience and certifications

Expectations:

- Be a servant leader who continuously guides our Community to set and achieve strategic goals.
- Serve as an interface for businesses seeking to invest in the area and strengthen the collaborative partnerships that enhance those opportunities.
- To be or become a resident of Jefferson County, Arkansas

Salary/Benefits:

- Salaried, full-time position
- Salary – Depending on Qualifications
- Vacation, paid holidays, & professional development
- 401k Contribution
- Medical insurance

Skills & Abilities:

- Exceptional interpersonal, writing, speaking, and presentation skills
- Strong leadership skills with the ability to empower and engage; a motivator and team-builder
- Enjoys networking, collaboration, and building relationships
- Self-motivated, strategic thinker with strong time management skills Experience and demonstrated success working with volunteer boards and committees
- Strong skills with Microsoft's Office Suite; ChamberWare, and experience using online tools and social media for marketing.

Responsibilities:

- Coordinates with Chamber Chairman of the Board to arrange all meetings, orientations, retreats and special events of the Chamber Board and Executive Committee
- Records and maintains minutes of all Board and Executive Committee meetings and maintains Program of Work and Volunteer Manual, to include job descriptions and responsibilities of all volunteers
- Coordinates notices and attendance records for Chamber Board and Executive Committee meetings
- Coordinates and oversees Chamber events and functions in conjunction with Event Coordinator. (Annual Dinner, Business Expo, Taste of Southeast Arkansas, Annual Fish Fry, Membership Campaign, etc.) Other events such as Ribbon Cuttings, Business After Hours, receptions, etc.
- Coordinates all aspects of the Chamber's Leadership Pine Bluff Program
- Coordinates activities and schedules of the Chamber's Chairman's Club (Redcoats)
- Manages the Chamber portion of The Alliance budget and presents to the Chamber Board and approves disbursements
- Reviews Chamber's monthly financial statements
- Oversees Event Coordinator in development of Chamber correspondence, brochures, news releases, and special newspaper sections
- Represents the Chamber and/or Alliance at appropriate meetings, functions and gatherings and act as the official spokesperson for the Chamber
- Fills in for duties of Government Division, including coordinating meetings and activities of the Issues & Legislation Committee
- Provides timely information on public policy issues to Chamber members and all divisions and affiliates of The Alliance
- Secures volunteer presenters, organizes training sessions, produces and provide all necessary materials for Chamber program presentations
- Coordinates tour activities of the Community Marketing Committee, as needed, in conjunction with the Alliance's Director of Economic Development
- Maintains relationships with allied organizations, including the Arkansas State Chamber of Commerce/Associated Industries of Arkansas, Arkansas Chamber of Commerce Executives and U.S. Chamber of Commerce

Contact information:

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