



**Job Title:** Executive Vice President

**Job Type:** Full Time

**Location:** Arkadelphia, Arkansas

**Salary:** Commensurate w/experience

**Closing Date:** Open until filled

The Arkadelphia Regional Economic Development Alliance and Area Chamber of Commerce (AREDA) is currently seeking a dynamic and enthusiastic teammate to join us as our new Executive Vice President of the Arkadelphia Area Chamber of Commerce. Under the direction of the CEO and the AREDA Board of Directors, the EVP will be responsible for selling the services of the Chamber, working with the membership in order to ensure business retention and expansion, high membership retention rates and recruiting new businesses.

### **What Will You Work On**

- Serve as the point person for all retail and tourism business opportunities
- Work closely with board and members to ensure all are aware of benefits and resources that are beneficial to the strength of the business community
- Work directly with Chamber Advisory Board, Alliance Board, city and county leadership, Henderson State University and Ouachita Baptist University for prospect recruitment and existing business needs
- Conduct annual visits with all members once a year to assess opportunities for growth and needs
- Assist Alliance President/CEO with Business Retention and Expansion industry plan for Clark County
- Pursue recruitment opportunities for new business in all sectors looking to expand
- Represent the Alliance/Chamber regionally and statewide at civic and community events as well as conferences as necessary
- Host events throughout the year to offer networking and educational opportunities
- Bring new opportunities for Workforce Training to Clark County.
- Convene leaders throughout the business community.

### **Staff and Volunteer Relations**

- Supervise Director of Diamond Lakes Visitors Center and recruit volunteers
  - Oversee budget and employee hours
  - Assist with fundraising annually
  - Actively explore sustainability options for the Visitor's Center
- Supervise and hire interns throughout the year

## **Public Relations, Recruitment and Events**

- Responsible for the supervision and success of the following events: Chamber Banquet, Annual Golf Tournament, Retail and Restaurant promotions, Business After Hours, Lunch & Learns, Ribbon Cuttings, Ground Breakings and Grand Openings
- Attend professional development conferences.
- Oversee development of annual relocation guide featuring Clark County that is sent to visitor's centers across the region.
- Support city of Arkadelphia staff and county staff in promotion of events and activities
- Work with Arkadelphia Alliance to actively solicit retail/tourism/industry expansion of current businesses and recruitment of new retail opportunities.
- Seek out avenues to market Clark County and the Chamber; magazines, podcasts, etc.
- Attend all events and perform other duties as assigned
- Facilitate Leadership Clark County

## **Workforce Training**

- Clark County Workforce Training Group
- Career Exploration Day and Job Fair
- Job postings for Jobs in Clark County

## **What You Bring to the Role**

- Bachelor's degree or commensurate experience in Marketing, Communications, Public Relations, or closely related field
- Ability to coordinate multiple projects under tight deadlines
- Be able to communicate well
- Chamber of Commerce, economic development or nonprofit experience a plus
- Current valid Driver's License

## **How to Join the Team**

Please submit your resume and cover letter via one of the methods below:

MAIL: Shelley Short  
President/CEO, AREDA  
201 N. 26<sup>th</sup> Street  
Arkadelphia, AR 71923

EMAIL: [shelley@arkadelphiaalliance.com](mailto:shelley@arkadelphiaalliance.com)  
subject line: EVP Job Application

AREDA offers an exceptional benefits package including:

- 100% paid Health, Dental, Vision Insurance for the employee
- 401K with match
- PTO including holidays, vacation, and sick leave

AREDA is an Equal Opportunity Employer.