



Community Relations Director Position

Organizational Background

The Clarksville-Johnson County Chamber of Commerce is a Business Resource Center with the duties of supporting businesses, and advocating for community and economic development.

Position: Community Relations Director

Community Relations Director is responsible for the investment of new memberships as well as stewardship and retention of existing members. This position develops & implements strategic direction and programming for the organization's growth within the membership area. Additional job responsibilities include supporting chamber operations as assigned. The position reports to the Executive Director.

Responsibilities:

- Represents the Chamber in a professional manner
- Assists Chamber members in taking full advantage of their membership including participation (attendance and volunteer-ism) and retention with the Chamber
- Manages and organizes member materials and benefits
- Actively seeks new business leads, schedule appointments and follows up to recruit new Chamber memberships to businesses and organizations
- Maintain accurate statistics and data on return on investment of member programs and efforts for regular reporting, and analysis of sales plan, associated activities and programs
- Develop objectives and research-based strategies for prospecting businesses
- Achieve budgeted revenue goals
- Cultivate and maintain an extensive knowledge of all Chamber programs, services, initiatives and activities
- Actively will support and participate in Chamber events and programs
- Develop research-based strategies for partnerships and the development of sponsorship programs and opportunities
- Provide sales skills and expertise by building, developing, leading and managing various programs and activities capable of surpassing expected sales strategies and goals
- Ensure all investment processes are integrated and strategic
- Assists with the development and implementation of chamber programs, including the Johnson County Leadership Program
- Assist with Marketing, Social Media, and Public Relations



Skills, Knowledge and Qualifications:

- Bachelor's degree is preferred
- Professional skills and professional appearance
- Proficient in Microsoft Office and technology savvy
- Proven community management and or sales experience
- Business acumen
- Business communication skills-writing, presentation development, public speaking
- Experience with budgeting
- Nonprofit experience is preferred
- Outgoing personality
- Public speaking to small and large groups

Must have/maintain a dependable vehicle.

Physical Demands while performing the duties of this job: the employee is required to sit at a desk and computer for long periods of time, is occasionally required to stand; use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, crouch and/or crawl. May be requested to lift materials of up to 35 lbs. Specific vision abilities required include reading computer screen and written documents; close vision, color vision and ability to adjust focus. Communicate via verbal, audible and written means. Majority of duties will be performed in and from the Chamber's office during regular business hours. Some travel and work off-site will be required, as well as occasional work on evenings, weekends. An average time commitment will be 40 hours per week in order to fulfill the duties required of this exempt position. Compensation will be based on experience and qualifications, and is structured with base and commission. Health insurance is provided through a proportionate cost to the employee. Other benefits include paid holidays, personal time off policy, reimbursement of business travel, professional development and training. The Chamber strives to provide compensation at market rates when compared to like organizations. The Chamber is an Equal Opportunity Employer.

Cover Letter, Resume, and application should be submitted to jgunn@clarksvillejocochamber.com.
No phone calls please. Position will remain open until the final candidate is selected.