



Title: Executive Vice President
Reports To: Arkadelphia Alliance President/CEO, Arkadelphia Alliance Board of Directors and Arkadelphia Area Chamber of Commerce Advisory Board

Background: The Arkadelphia Area Chamber of Commerce merged with the Arkadelphia Regional Economic Development Alliance in January 2010 to form a comprehensive economic development organization. The merger allowed both entities to form stronger partnerships with the business and industrial community of Clark County. Due to the Chamber having membership with the business and industrial community this merger allowed for the joint goal of economic development and workforce growth without the Chamber being funded by tax revenue. The Chamber is funded solely by membership, events and city contract and not by Alliance funding sources.

Position Description: The EVP is responsible for selling the services of the Chamber, working with the membership in order to ensure business retention and expansion, high membership retention rate and recruiting new businesses. Detailed duties are as follows:

Key Responsibilities

- 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

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 Chamber Ambassador Program
 - Work through HSU and OBU staff to assign and train student ambassadors
 - Correspond all event information for Ambassador involvement
 - Increase Chamber member ambassadors

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
 - New Member Luncheons
 - Ribbon Cuttings, Ground Breakings and Grand Openings
- Attend retail/tourism workshops to keep up to date on recruiting in the retail sector
- Keep an accurate log of available retail properties
- Oversee development of annual relocation guide featuring Clark County
- Support city of Arkadelphia staff and county staff in promotion of events and activities
- Work with Arkadelphia Alliance President/CEO on the Business Retention and Expansion program to actively solicit retail/tourism/industry expansion of current businesses and recruitment of new retail opportunities
- Assist CEO with RFI's and site visits for industry
- Help promote the Alliance and Chamber of Commerce throughout Clark County including all media outlets
- Attend all events and perform other duties as assigned

Education and Abilities:

- A minimum bachelor's degree in marketing, communication, business or related field and minimum three years in community or economic development work
- Ability to coordinate multiple projects under tight deadlines
- Detail oriented, self motivated with strong time management skills and the ability to multi-task
- Must have excellent communication skills as well as sales and marketing abilities
- After hours and travel is part of the position

Compensation:

Salary will be competitive and commensurate with experience and qualifications
Position Application Deadline: April 12,2021

Contact Information:

Please submit cover letter and resume (email preferred) to:

Lori Ross, Board President Arkadelphia Area Chamber of Commerce
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Arkadelphia, AR. 71923