



## ***Manager, Programs and Events***

Job Type: Full-time, Salary

Reports to: Executive Vice President

The Little Rock Regional Chamber is the principal business-driven leadership organization responsible for fostering the economic growth and development of the Little Rock region to ensure that business and industry may operate profitably and enhance the earning opportunities and quality of life for every citizen.

The chamber maintains and executes a portfolio of event properties each year to create value for the members and drive revenue. The chamber seeks an experienced, results-driven professional to lead the chamber's event functions. The successful candidate must be dependable, discreet, collaborative, and passionate about growing the Little Rock region. Key factors for success in this role include being able to multitask, balance the execution of a high quality event with an eye on the bottom line, provide good customer service, work well with all members of the team, and achieve established goals.

### **PRINCIPAL ACCOUNTABILITIES:**

- Serve as the primary event planner and coordinate all member/community events and receptions hosted or produced by the chamber
- Plan and execute the chamber's suite of events properties in the four strategic areas; opportunities to connect, making better businesses, getting involved, and thought leadership
- Create and monitor budgets for each event to achieve stated strategic and financial goals
- Prospect and secure sponsors for each event to drive revenue and maximize event profit
- Build and maintain local relationships with key event partners, e.g. caterers, event locations, A/V production companies, etc.
- Negotiate vendor contracts for all events
- Coordinate event marketing and communication with the chamber's communications team
- Conduct annual review of the chamber's event portfolio, identifying programs that need to be added, removed, or revamped
- Assist in content creation and coordinating speakers for programmatic events
- Execute nomination and selection process for events that include awards
- Provide staff support to the chamber's leads groups including coordination of meetings, maintaining leads/revenue records, dues collection, etc.
- Organize and oversee day-of-event operations including ambassador volunteer duties
- Other duties as assigned

### **Knowledge, Skills & Abilities:**

- High school diploma, bachelor's degree preferred, plus five (5) years' experience in business or non-profit event planning. A combination of education and experience may be substituted when proficiency is demonstrated.
- Ability to prospect, design, and sell sponsorship packages to member businesses
- Negotiation skills as they relate to vendor contracts
- Existing connections to the regional business community is a plus.
- Self-starter with demonstrated skills in taking initiative, problem-solving, and driving results.
- Effective communication skills and the ability to develop and sustain business relationships.
- Excellent writing skills with an extensive knowledge of grammar.
- Working knowledge of MS Word, MS Excel, MS Outlook, MS PowerPoint, CRM databases and software.
- Highly detail oriented with superior organizational skills.

- Ability to work a flexible schedule as needed including evenings and early mornings
- Valid driver's license and reliable personal transportation.

**Compensation and Benefits:**

- Competitive compensation based on experience.
- Benefits include: Medical insurance, paid vacation, holidays and sick leave.

**Working Conditions/Physical Demands:**

The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. The Little Rock Regional Chamber provides reasonable accommodation to enable individuals with disabilities to perform the essential functions.

This position requires:

- Work that may be performed in an intense, fast-paced office environment, depending upon assignment.
- Several chamber events occur outside of normal business work hours, this position may be asked to work early mornings and/or evenings to execute certain events
- Requires the ability to lift up to 30 pounds and assist with general event setup, e.g. tables, chairs, coolers, etc.
- Requires ability to understand verbal communication and to respond effectively.
- Positions in this class typically require: reaching, typing, grasping, feeling, talking, hearing, seeing, standing for long periods of time and repetitive motions in computer use.
- Requires learning and adapting new software.

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The Little Rock Regional Chamber is an equal opportunity employer, dedicated to promoting a culturally diverse workforce. All qualified applicants will receive consideration for employment without regards to race, color, religion, gender, national origin, disability or any other basis of discrimination prohibited by applicable local, state or federal law.

**How to Apply**

Candidates must submit a cover letter, resume and references, combined into one PDF document, no later than October 15, 2020 to James Reddish, [jreddish@littlerockchamber.com](mailto:jreddish@littlerockchamber.com). Please include "Program & Events Manager" in the subject line of the email.

Short Version for Job Posting:

The Little Rock Regional Chamber seeks an experienced, results-driven professional to implement the chamber's economic development strategy, lead business attraction efforts, and manage the economic development team. The successful candidate must be dependable, discreet, collaborative, and passionate about growing the Little Rock region. Key factors for success in the role include being able to multitask, quickly identify and provide solutions, provide good customer service, work well with all members of the team, and achieve established goals.

For full job description visit: <https://www.littlerockchamber.com/about/staff/current-openings/>.

To apply, submit a cover letter, resume and references, by October 15, 2020 to James Reddish, [jreddish@littlerockchamber.com](mailto:jreddish@littlerockchamber.com).