



Position Description

Position Title: *Director of Events and Membership Services*

Salary: Depending on qualifications

Application Deadline: August 4, 2023

How to apply: Send letter of application and resume by mail to:

Morrilton Area Chamber of Commerce
115 E. Broadway
Morrilton, AR 72110

or by email to donnie@morriltonchamber.com.

Benefits: Health Insurance, Cell Phone and Fuel Stipends, mileage reimbursement (out of local area), paid time off, and a retirement match (up to 3%) after first year of employment,

Basic Functions: The Director of Events and Membership Services is the main link between the Chamber and its members, and is responsible for all phases of events planning and management. The Director has a primary focus of developing a full event schedule that will benefit the Chamber and its membership. The Director is also responsible for all phases of membership investments and service, orientation and activation of new members, retention of current members, solicitation of new members and delivery of programs and services for the Chamber. The Director has a primary focus of developing a suite of programs and services for the membership of the organizations. The goal of the programs will be to recruit and retain the membership and the implementation of new marketing strategies for the Chamber. The position reports directly to the President and CEO, and is responsible for close coordination of Chamber activities with the Chamber's sister organization, the Conway County Economic Development Corporation. All of the President's staff plays supportive roles for both organizations.

Minimum Requirements: 2 years of management or administrative experience preferred.
Residency within a short commute of Morrilton will be required.

Primary Responsibilities:

1. Maintains a productive relationship with the Chamber membership and partners with the President and CEO to achieve the organization's mission and goals;
2. Fully plans and coordinates Munchin on Main Street, Teacher Appreciation Lunches, Annual Banquet, the Morrilton Christmas Parade (in collaboration with the Conway County Christmas Parade committee), Keep the Cheer Here holiday shopping event, and other events as tasked;
3. Plans sessions, designs curriculum and facilitates the Leadership Conway County program in partnership with staff, co-facilitators, and advisory committee;
4. Works with staff to maximize the social media for the Chamber;
5. Presents a monthly event and membership report to the Chamber Board of Directors;
6. Actively seeks feedback from the membership to improve the Chamber's events and mission;
7. Works comfortably with Content Management Systems for web sites;
8. Maximizes utilization of the Chamber Master membership services program;
9. Asks appropriate questions to get needed information to advance the success of each event;
10. Develops an event schedule calendar and bases revenues on goals set by the President and CEO for the Chamber in each year's program of work;
11. Develops and implements a membership retention and expansion program based on goals set by the President and CEO for the Chamber in each year's program of work;
12. Makes face to face contact with at least three (3) members and three (3) prospective members weekly and keeps records of visits;
13. Works with the President & CEO to keep the Press and Job Posting areas of the web site current and up to date;
14. Coordinates volunteers and facilitates and supports committees of the Chamber;
15. Contributes information for the weekly newsletter to the membership;
16. Prepares and distributes all press releases and information pertaining to all chamber activities, events, and promotions, including posts on social media;
17. Setup and plan for board meals (in partnership with the Administrative Assistant) for the Chamber and the Conway County Economic Development Corporation (CCEDC) as requested by the President/CEO;
18. Develops written materials that are clear and concise;
19. Keeps President and CEO informed about issues;
20. Provides unsolicited suggestions to the President and CEO regarding goals, policies and improvements;

21. Works collaboratively with the other members of the staff or larger projects as assigned;
22. Accomplishes other duties or projects as assigned by the President & CEO;
23. Understands the work of the Chamber and the CCEDC accurately enough to temporarily fill in for the President and CEO in case of illness or vacancy of the position;

Personal and Professional Expectations

1. Get points across so others understand messages as intended;
2. Demonstrate an understanding of the messages of others;
3. Maintain confidentiality in all matters related to the Chamber and CCEDC;
4. Is proficient in Microsoft Word, Excel, and PowerPoint;
5. Modifies grammar and vocabulary to suit the level of others;
6. Encourages others to communicate;
7. Answers the telephone;
8. Greets visitors to the office;
9. Take a proactive role in assisting other staff members when daily duties are complete;
10. Plans, organizes and monitors work flow to achieve objectives;
11. Achieves results within budget and time frame;
12. Anticipates problems and prepares alternatives and solutions;
13. Establishes appropriate priorities among competing requirements;
14. Builds consensus among members in a group;
15. Brings people together in cooperative efforts;
16. Seeks additional responsibilities;
17. Acts immediately to solve problems;
18. Projects a positive image to others;
19. Makes favorable first impressions.
20. Establishes rapport with others quickly.
21. Wins the trust and confidence of others.
22. Modifies behavior to suit the situation.
23. Attends to the needs of others (e.g., members and other employees)
24. Effective in dealing with different types of people.
25. Deals effectively with difficult and irate people.

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