

Pine Bluff Regional Chamber of Commerce Director

Job Summary:

The Director of the Pine Bluff Regional Chamber of Commerce is a member of the Alliance team. The position is tasked with implementing the Chamber's Program of Work, innovating within the organizational structure and procedures, managing the Chamber budget and expenditures, motivating its volunteers, serving and growing the membership base, interpreting and administering policy, and coordinating external relations and communications.

Qualifications:

- Bachelor's Degree required
- Management experience required
- IOM Certification preferred
- *Candidates with equivalent experience to above may be considered.*

Skills & Abilities:

- Exceptional interpersonal, writing, speaking, and presentation skills
- Strong leadership skills with the ability to empower and engage; a motivator and team-builder
- Enjoys networking, collaboration, and building relationships
- Ability to serve as an interface for businesses seeking to invest in the area and strengthen the collaborative partnerships that enhance those opportunities.
- Self-motivated, strategic thinker with strong time management skills
- Experience and demonstrated success working with volunteer boards and committees
- Strong skills with Microsoft's Office Suite; Chamber Master, and experience using online tools and social media for marketing.
- Willingness to learn new skills and innovate process

Responsibilities:

- Build strong relationships with business owners and serve Chamber membership
- Coordinate with Chairman of the Chamber Board to arrange all agendas, meetings, orientations, retreats, and special events of the Chamber Board and Executive Committee
- Record and maintain minutes of all Board and Executive Committee meetings
- Coordinate notices and attendance records for Chamber Board and Executive Committee meetings
- Maintain Program of Work
- Maintain Volunteer Manual, to include job descriptions and responsibilities of all volunteers
- Oversee Chamber events and functions in conjunction with Event Coordinator.
 - Annual Dinner, Business Expo, Taste of Southeast Arkansas, Annual Fish Fry, Membership Campaign, Ribbon Cuttings, Business After Hours, receptions, etc.
- Direct all aspects of the Chamber's Leadership Pine Bluff Program
- Direct activities and schedules of the Chamber's Chairman's Club (Redcoats)
- Manage the Chamber portion of The Alliance budget and present to the Chamber Board. Approve disbursements
- Review Chamber's monthly financial statements
- Oversee Event Coordinator in development of Chamber website, newsletter, correspondence, brochures, news releases, and special releases.
- Represent the Chamber and/or Alliance at appropriate meetings, functions and gatherings, and act as the official spokesperson for the Chamber
- Fill in for duties of Government Division, including coordinating meetings and activities of the Issues & Legislation Committee
- Oversee the annual Alliance & Chamber Congressional Salute in Washington DC
- Provide timely information on public policy issues to Chamber members and all divisions and affiliates of The Alliance

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- Secure volunteer presenters, organize training sessions, produce and provide all necessary materials for Chamber program presentations
- Coordinate tour activities of the Community Marketing Committee, as needed, in conjunction with the Alliance's Director of Economic Development
- Maintain relationships with allied organizations, including the Arkansas State Chamber of Commerce/Associated Industries of Arkansas, Arkansas Chamber of Commerce Executives and U.S. Chamber of Commerce
- Oversee and direct the Receptionist and Events Coordinator

Salary & Benefits:

- Full-time position
- Salary – Depending on Qualifications
- Vacation, paid holidays, & professional development
- 401k Contribution
- Medical insurance

Reports to: Alliance Pres/CEO

Send resume to:

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