**Director of Events and Special Programs**

Rome, Ga / Full-Time

**Introduction:** *The Rome Floyd Chamber is a non-profit membership organization established in 1910 working to promote prosperity in Rome and Floyd County for and through its business membership. We strongly encourage you to visit our website to learn more.*

**Sneak Peek into The Rome Floyd Chamber:** Here at the Rome Floyd Chamber, we empower our employees to take the wheel for their professional journey through a fun-working environment and provide great opportunities for continued professional development. Not only are we an organization that is rooted in hard work and dedication to the members we serve, but we also find the time to celebrate our team’s achievements, no matter the size. Through events such as Staff Appreciation Lunches, Business After Hours Receptions, Staff Retreat, & more, the Rome Floyd Chamber is dedicated to recognizing the work committed on all levels.

**Statement of Position:**

*The Director of Events and Special Programs has a job that reaches into all categories of assistance we offer here at the Chamber. Not only will this position assist staff members with their events to make them high quality offerings but will also help create new events and programs that will further enhance the benefits of membership. This position is responsible for the successful management and effective implementation of all the activities we host here and that our members are able to take advantage of. The goal is to support the development, retention, and attraction of Chamber members by offering events that will be beneficial and meaningful. The position works with a variety of demographics and must have a strong sense of diplomacy when communicating with different types of members. Event implementation should focus on developing strategies and programs to build and strengthen the health of the overall business climate of Rome and Floyd County.*

**What You’ll Do:**

* Plan, implement, and evaluate all special events and programs. These include:
  + **Implement an annual strategic plan alongside a calendar of events.** This will happen in conjunction with ensuring a budget is in place and planning will need to include the Director of Communications and the Office Manager.
  + **Catalyze solutions to the needs of our members.** Identify what types of programming that is essential as well as engaging for our members. This could be with surveys or meeting with key partners.
  + **Track key performance benchmarks.** Develop and track performance benchmarks to measure which events will be short term and which will be long term.
  + **Facilitate a Total Resource Campaign.** This includes tracking of fundraising activities, managing volunteers, and maintaining records in special software.
  + **Completely manage the Annual Meeting** and all details related to its executionincluding the Awards program.
  + **Coordinate and assist other Chamber staff** in the execution of programs and events specifically in relation to logistical planning such as venue, parking, contingency planning, and schedule development.
  + **Research and develop** new opportunities with regard to new special events, as well as enhancements of current offerings.
  + **Plan, facilitate and attend our Washington, DC Fly Ins as well as Intercity Trips.**
* Lead any chamber committees and task forces that pertain to events and programs.
* Conduct outreach to key stakeholders in the area.
* Manage requests from involved participants or attendees.
* Prepare, monitor, and control event department budget and finances.
* Assist with and implement a communication strategy for all events and programs alongside the Communications Director.
* Identify, develop, and coordinate volunteers for programs and events.

**What You’ll Need and Essential Functions:**

* **Bachelor's Degree or relevant experience required**
* Must be able to exercise independent judgment and make decisions necessary to achieve success in assigned areas.
* Must have organizational and planning skills.
* Must be self-motivated, HIGH energy, and organized with strong attention to detail.
* Have excellent communication skills, including strong research, editing, proofing, and writing skills.
* Be proficient in verbal and public presentations, research, and project management.
* Be proficient in Microsoft Office applications including Microsoft Word, Microsoft Outlook, Microsoft Excel, and Microsoft PowerPoint.
* Ability to work a flexible schedule including weekends and/or evenings as required by events.
* Ability to professionally advocate on behalf of the Chamber and stated objectives.
* Ability to complete projects with limited supervision and direction.
* Ability to function as a member of a fast-moving, high-­‐performance team.
* Ability to work with volunteers and build relationships with vendors for all events.
* Ability to develop and maintain good working relationships with staff, volunteers, Chamber members, and the public.
* Have extensive computer, audio/visual, and social media experience.
* Floyd County residency preferred.
* Flexible; openness to a variety of work and skill levels.
* Ability to self-direct workload, prioritize duties, and move projects forward.
* Able to travel independently to and from events.

**Great Benefits Include:**

* Salaried Position
* Paid Time Off and sick pay offered
* Health Insurance
* Life Insurance
* Retirement Plan (available 1 year after employment)
* Other Voluntary Insurances

**How To Apply:**

Please send your resume and cover letter to **Pam Powers-Smith –** [**psmith@romega.com**](mailto:psmith@romega.com)

*The subject line of the email should read: Director of Events – ‘insert your name here’*

**No phone calls.**

Resumes are due by **April 10, 2023 – 10 a.m.**

**Equal Opportunity Employer:**

The Rome Floyd Chamber is committed to the principles of Equal Employment Opportunity. The employment practices and decisions of the organization will not be influenced or affected by an applicant or Associate's race, color, sex, religion, creed, national origin, ancestry, age, disability, handicap, sexual orientation, marital status, AIDS/HIV/AIDS-related complex status, protected genetic information, sickle-cell trait, veteran status, or any other protected class.