

## **POSITION DESCRIPTION**

**Title:** Events & Membership Manager

### **Overview**

The Carroll County Chamber of Commerce is seeking an Event & Membership Manager. This position plays an integral role in the Chamber's mission to support and promote a vibrant economy through a variety of community and member events and programming. This individual is a key, highly visible member of the team who interacts daily with our members and other leaders in our community and is responsible for planning, marketing, and executing events, such as the annual gala, annual golf championship, monthly membership meetings and networking events, and ribbon cuttings.

### **General Duties**

#### Event Coordination and Promotion:

- Promote, coordinate and attend Chamber events;
- Develop and coordinate event logistics, including event venue, entertainment and speakers, vendors, food & beverage, guest registration, and volunteer coordination;
- Identify, prospect, solicit and secure event partners and sponsors;
- Develop event budget; meet agreed upon fundraising goals for each event; and ensure that sponsors receive all elements of their sponsorship packages;
- Create print and digital materials using Canva and Adobe Creative Suite, including promotional flyers, event signage, and press releases;
- Design, publish, and edit content, in coordination with colleagues, for the Annual Report;
- Coordinate with third-party vendors, as needed; and
- Promote events through digital, industry and local networks

#### **Member and Community Outreach:**

- Serve as an ambassador for our Chamber, engaging and educating the community on program goals, and impact;
- Oversee weekly membership e-newsletter, coordinating with colleagues on content;
- Create and launch programs and initiatives to increase awareness and member participation, secure new members, retain current members, and enhance value for our members;
- Staff liaison for assigned member volunteer councils and committees; and
- Responsible for the planning and implementation of the Chamber's Leadership Academy

## **Membership Management and General Administration**

- Update events calendar and member information in the Chamber database and website
- Identify and convert potential new Chamber members
- Assist with administrative tasks, as needed

## **QUALIFICATIONS**

- Experience working in a business environment or chamber of commerce
- Proven experience in planning and promoting large events
- Strong organizational, follow-up, and budget management skills
- Excellent computer skills a must (MS Office, Mail Chimp, email, Windows, Adobe, Powerpoint, social media, and customer management platforms)
- Outstanding communicator (oral and written) and highly motivated team player
- Ability to work extended hours to attend Chamber events and activities

## **COMPENSATION / OPPORTUNITY**

This is a mid-level position with salary commensurate with experience. Highly competitive benefits package. Opportunity to work with Carroll County's leading business, education, community, and elected leadership.