

JOB LISTING AND DESCRIPTION FOR THE PROGRAMS MANAGER

Position Summary:

The Programs Manager is responsible for the management and execution of all Chamber non-dues revenue programs, increasing and retaining Chamber membership, as well as all Chamber communications.

Duties & Responsibilities

Management and Administration

- Updates all marketing content for programs and projects on the web site as needed;
- Responsible for assembly & distribution of information and materials, design of layout and copy writing for Chamber events and programs;
- Advises and assists team members with their communications objectives with regard to specific programs, and coordinating events;
- Assists the President / CEO with the marketing and implementing the Partnership Opportunities Program to increase non-dues revenue;
- Attends GMACC Board of Directors meetings;

Chamber Programming and Event Planning

- Works closely with the President / CEO to schedule and plan projects and programs which are outlined in the Chamber's annual Program of Work;
- Assists with the annual budget planning process;
- Works daily within confines of budgets for each program and event;
- Handles all correspondence and communication with event speakers and vendors;
- Assesses the financial, public relations and overall effectiveness of each program and activity at its conclusion;
- Prepares Profit and Loss statements at the conclusion of each program and activity and works with the President / CEO to evaluate return on investment for the Chamber and Chamber members;
- Maintains detailed 'how to' records of all programs/projects for each event;
- Conducts sales of sponsorships for programs;
- Serves as the staff liaison to all Chamber event and program committees unless other staff are designated;

Membership

- Works with the Membership Services Manager to actively and regularly assists with the recruitment of new members on a day-to-day basis;
- Assists the Membership Services Manager with the development of activities which increase membership retention;

Other

- Responsible for all Chamber marketing and promotion via media and website;
- Perform other duties as directed by the President/CEO.

Qualifications

- 2-3 years of event planning
- Knowledge of P&L and budgeting;
- Knowledge and ability to read, interpret and communicate financial statements;
- Demonstrated success in fundraising;
- The ability to manage teams of volunteers and committees;
- Strong organizational skills and the ability to manage multiple projects simultaneously;
- A high level of professionalism and exceptional integrity;
- Comfortable and experiences in public speaking to a variety of different audiences;
- Excellent communication skills - verbal, written, and listening;
- Strong problem-solving and analytical skills;
- The ability to successfully engage in project/program development and measure success;
- Technologically literate with advanced practical knowledge of MS Office and social media platforms;
- Preferred knowledge of Adobe Photoshop and InDesign
- A willingness to work odd hours including evenings and weekends as necessary;

Compensation

The Muskogee Chamber of Commerce offers competitive compensation, comprehensive benefits and an engaging work environment driven by the desire to serve our members and the community.

To apply email cover letter, resume and salary requirements to angela@muskogeechamber.org