

The Siouxland Chamber of Commerce

Job Description - Director of Events

Reports to: President
FLSA Status: Salaried
Approved:

Position Summary

As the leading Siouxland area business advocate, the Siouxland Chamber of Commerce represents its investors by promoting the economic welfare and the quality of life for the tri-state region. This position plans and organizes the Chamber's annual events as well as coordinates the Chamber Ambassadors (volunteers). This position reports to the President, working in concert with all other Chamber employees.

The duties of the Director of Events is two-fold. First is to plan and execute networking opportunities for our members while creating non-dues revenue through signature events including, but not limited to, Key Leadership Welcome Dinner, Small Business EXPO, Chamber Golf Classic, Annual Dinner and Expedition Siouxland Chamber. Second is to coordinate the Siouxland Chamber Ambassadors in their support of the Chamber and its membership through signature events as well as ribbon cuttings, Rush Hour Connects, ground breakings, press conferences, etc.

Essential Duties and Responsibilities

- Conceptualize and develop the theme for each event, with input from Ambassadors and staff
- Work with the Director of Communications to layout marketing plans and design marketing and promotional materials for events
- Coordinate the venue, food & beverage, production, marketing, volunteers, décor, communication
- Oral communication including tv/radio appearances and group presentations to promote events
- Written communication including e-mails, invites, event set up, writing, and distributing minutes from event committee meetings, newspapers updates/articles
- Plans and organizes Chamber annual fundraising events including the Annual Dinner and Golf Classic, Small Business EXPO, Key Leadership Welcome Dinner, Expedition Siouxland Chamber
- Responsible for organizing, marketing, budgeting, registration, sponsor oversight, and logistics for Chamber annual events and other conferences and/or educational opportunities provided by the Chamber
- Directs all activities of the Chamber Ambassadors and coordinates all Ambassador-supported Chamber functions
- Serves as the internal liaison between the Chamber and the Chamber Ambassadors
- Organizes ribbon cuttings, monthly Rush Hour Connects, press conferences, ground breakings, and other Chamber events
- Communicates event details to the Ambassadors/Chamber membership/media
- Provides reports for the monthly publication of the Siouxland Business Journal
- Back-up for answering the phone and greeting walk-in customers; front desk assistance
- Motivate and build cohesion among volunteers
- Supports and works with other Chamber employees as needed

Competency

To perform the job successfully, an individual should demonstrate the following competencies:

- Demonstrates high level of organization and attention to detail
- Meets commitments
- Maintains confidentiality
- Listens and gets clarification
- Writes clearly and informatively
- Communicates skillfully and diplomatically
- Demonstrates accuracy and thoroughness
- Manages competing demands
- Completes administrative tasks on time and completely
- Responds promptly to customer needs and requests for service and/or assistance
- Inspires trust and respect
- Demonstrates patience and persistence to overcome obstacles
- Prioritizes and plans work activities
- Pursues personal and professional training and development opportunities
- Able to deal with frequent change, delays, or unexpected events
- Balances team and individual responsibilities
- Contributes to building a positive team spirit
- Works ethically and with integrity
- Upholds organization's values
- Commits to long hours of work when necessary to reach goals

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Associate's Degree (A. A.) from a college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Communication Skills	Mathematical Skills
<ul style="list-style-type: none"> • Writes clearly and informatively, editing work for spelling and grammar • Reads and interprets written information • Speaks clearly and responds well to questions 	<ul style="list-style-type: none"> • Add, subtract, multiply and divide • Compute rate, ratio and percent • Develop and interpret graphs
Reasoning Ability	Other Skills and Abilities
<ul style="list-style-type: none"> • Defines problems, collects data, establishes facts drawing valid conclusions 	<ul style="list-style-type: none"> • Must be intimately aware of the tri-state region and be able to answer questions and direct inquiries

Computer Skills

To perform this job successfully, an individual should have good working knowledge of:

- Microsoft Excel
- Microsoft Word
- Microsoft Outlook
- Microsoft PowerPoint
- Helpful but not necessary: Knowledge of ChamberMaster (member management software) and graphic design software: Microsoft Publisher, Adobe Illustrator, Adobe In-Design, Adobe Photoshop
- Internet Applications