

ROCHESTER AREA

CHAMBER OF COMMERCE

ROCHESTER AREA CHAMBER OF COMMERCE JOB DESCRIPTION

JOB TITLE: Events Director

REPORTS TO: President

ROLE DESCRIPTION:

The role of this position is to ensure that the Chamber provides quality events and networking opportunities for members. This position has direct contact with members and the public by telephone calls and walk-ins to the office.

DIMENSIONS:

This position is responsible for all aspects of coordination of Chamber events and networking programs, working with partners in the community.

NATURE OF THE POSITION:

- Coordinate and implement Chamber events, including but not limited to:
 - AM Espresso
 - Annual Member Celebration (including annual awards)
 - Business After Hours
 - Business After Hours EXTRA!
 - Chamber Annual Golf Outing
 - Martin Luther King, Jr (MLK) Breakfast
 - New Member Receptions (w. Membership Development Director)
 - Power Network Lunches (w. Education & Workforce Director)
 - Ribbon Cuttings for Grand Openings/Groundbreakings
 - RochesterFest Parade
 - Taste of Rochester Golf Outing - Hospitality 1st! event (w. RCVB)
- Responsible for the following committee which includes meeting notices, agendas, minutes, MVP Surveys and other tasks as needed:
 - Chamber Ambassadors
- Provide facility and event planning assistance for other Chamber programs, including but not limited to:
 - Business Learning Network
 - Educators in the Workplace Institute
 - Eggs & Issues
 - Health Care Summit
 - Hospitality 1st!
 - Leadership Greater Rochester
 - Legislative Receptions
 - Local Leaders Events
 - Rochester on Tour at the Capitol
 - When Work Works forums

- Develop and implement additional event and networking programs as directed by the president.
- Create and maintain budget for Chamber events and networking programs.
- Coordinate and implement a programs and events survey/evaluation system.
- Assist with recruitment of new members and sponsors for events.
- Assist the President as requested.

EXTERNAL CONTACTS:

Position requires daily contact, both in person and by telephone with Chamber members, visitors, and the general public.

CONFIDENTIAL/SENSITIVE INFORMATION:

Confidentiality is to be respected by the Events Director.

MEASUREMENT OF EFFECTIVE PERFORMANCE:

- All meeting information will be mailed out prior to the meeting in a timely, professional manner.
- Projects and events meet or exceed budget and attendance goals.
- Chamber has a good image in the community measured by attendance at Chamber events and by random member surveys.
- Attendance at the following Chamber functions: Rochester on Tour at the Capital, Annual Member Celebration, monthly AM Espressos, monthly Business After Hours, annual Business After Hours EXTRA!, Annual Golf Outing, ribbon cuttings and others as determined by Chamber leadership.
- Member Visit Program surveys are processed in a timely fashion.
- Professional conduct including courteous treatment of co-workers, Chamber members, volunteers and general public.
- Work collaboratively with co-workers, providing assistance and support when necessary.

KNOWLEDGE, SKILLS ABILITIES AND OTHER CHARACTERISTICS:

- This position requires excellent communication skills, including written and oral skills and attention to detail.
- This position requires individual to be self-motivated and have the ability to manage and implement multiple priorities/programs.
- This position requires excellent volunteer management skills.
- This person will bring to the job enthusiasm and desire to help reach the organization's goals.
- Computer experience including Microsoft Word, Excel and database software is desired.
- This position requires a strong understanding of what a chamber of commerce is and the ability to work with a wide variety of people.

QUALIFICATIONS:

- College degree in business administration or other related field.
- Communications, customer service, event/program planning, and volunteer management experience preferred.
- Four years experience in related work preferred.

The above describes the essential functions of the job and are not to be considered a detailed description of every duty of the job. The requirements of the job, and the text of this job description are subject to change without notice and at the sole discretion of the Chamber.

Prepared by: _____ Date: _____

Employee: _____ Date: _____