

Join Us at the White House Area Chamber of Commerce where you will Make a Difference in your Community!



Are you ready to be the heartbeat of our vibrant community? As the Director of Operations at the White House Area Chamber, you'll play a pivotal role in enhancing member engagement and driving community involvement. Under the guidance of our President and CEO, you'll lead membership initiatives, communication strategies, and event planning efforts that leave a lasting impact.

WHAT YOU'LL DO:

- ◆ Build lasting relationships with local businesses and community members, promoting the Chamber and all its members.
- ◆ Get creative with outreach efforts to boost membership engagement and foster growth that benefits everyone involved.
- ◆ Be the champion for businesses, selling sponsorship packages that truly elevate their brand and provide tangible benefits.
- ◆ Monitor and manage the usage of investment package resources and sponsorship benefits.
- ◆ Coordinate LED sign and billboard campaigns for investors and special events
- ◆ Roll out the welcome mat for new members with fun activities and orientations that leave them smiling including facilitating ribbon cuttings and grand openings
- ◆ Launch exciting initiatives to connect with existing investors, ensuring everyone feels valued and supported.
- ◆ Be the voice of our Chamber, spreading the word far and wide through newsletters, social media, e-blasts and more.
- ◆ Keep our Chamber family organized and thriving by maintaining and updating the membership database to ensure information is up-to-date, including benefit tracking, invoicing, payments, collections, etc.
- ◆ Assist in Chamber website management, correspondence and calendar management for the organization, committees and stakeholders
- ◆ Dive into the social scene, managing our social media channels and creating content that's engaging and community-driven.
- ◆ Get in on the action by helping plan and pull off unforgettable events that bring our community together and leave lasting memories.
- ◆ Coordinate Ambassadors and volunteers like a pro, ensuring everything runs smoothly behind the scenes.
- ◆ Stay flexible and ready to tackle new challenges as they come, contributing to our Chamber's success every step of the way.
- ◆ Be willing to jump in and lend a helping hand, answer the phone, greet visitors and tourists, answer questions and provide resources and referrals.

WHAT YOU NEED:

- ◆ A passion for people and building relationships that last.
- ◆ Attention to detail and a knack for getting things done on time, every time.
- ◆ Tech-savvy skills that make navigating the digital world a breeze - spreadsheets, database management, graphic design, photography skills, etc.
- ◆ A bachelor's degree in marketing, communications, or business field, plus three years of professional office experience (or a combo of training and experience that proves you've got what it takes).
- ◆ Chamberworld or sales experience a huge plus
- ◆ Ability to lift up to twenty pounds, though greater weights at times may be lifted or carried; dexterity and fitness to grasp, crouch, bend, stoop, walk, and otherwise perform physical functions of the assignment.

WHAT YOU'LL GET:

- ◆ **Base Salary - range \$35K to \$45K + Commission - experience driven**
- ◆ Full-time, fulfilling career. Most Fridays off, some evening and weekend work. Health benefits not offered, multiple annual professional development opportunities strongly encouraged, paid vacation and holidays, optional retirement plan with company match, gym membership, mileage reimbursement.

The WHCOC is an Equal Opportunity Employer, committed to diversity, fairness, & inclusion in all aspects of our workplace.

PLEASE SUBMIT COVER LETTER AND RESUME TO CONTACT@WHITEHOUSECHAMBER.ORG

Position open until filled with a goal to fill by July 1, 2024.