

Investor Development Specialist Position Available with the White House Area Chamber of Commerce - Open Until Filled, Interviews Will Take Place the First Week of November

Are you ready to be the heartbeat of our vibrant community? As the Investor Development Specialist at the White House Area Chamber, you'll be pivotal in enhancing investor engagement and driving community involvement under the guidance of our President and CEO.

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.
- Maintaining and updating the membership database to ensure up-to-date information, including benefit tracking and other day-to-day functions, to keep us organized and thriving.
- Get in on the action from start to finish by helping plan 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, 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.
- A bachelor's degree in marketing, communications, or business, plus three years of professional office experience (or a combination of training and experience that proves you've got what it takes).
- Chamberworld or sales experience is a huge plus.
- Tech-savvy skills that make navigating the digital world a breeze - spreadsheets, database management, graphic design, photography skills, etc.
- Ability to lift 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 \$40K + Commission - experience-driven**
- This is a full-time, fast-paced and fulfilling career. Hours are Monday through Thursday, with most Fridays off with some evening and weekend work.
- Health benefits will not be offered.
- Annual professional development opportunities are strongly encouraged.
- Paid vacation and holidays.
- Optional retirement plan with company match after one year of employment.
- Mileage reimbursement at standard IRS rate.

Please submit a cover letter and resume to contact@whitehousechamber.org

The White House Area Chamber of Commerce is an Equal Opportunity Employer, committed to diversity, fairness, & inclusion in all aspects of our workplace.