

PROGRAMS & PARTNERSHIP DIRECTOR

The Programs and Partnership Director's role is responsible for the management and administration of all aspects of the program including planning, organizing, and leading program activities along with retaining and cultivating new partnerships for Chamber events. Programs include, but are not limited to: Oktoberfest, Farmer Appreciation Dinner, and the Chamber's annual meeting.

Duties & Responsibilities:

Program Coordination & Development

- Coordinate programs and oversee the various stages of event development
- Develop and manage efficient and detailed program timelines to ensure successful program execution. Timelines include: timeframes for sponsorship, marketing, production time, participant/speaker notice, event agenda, and event location
- Manage onsite day of the event to oversee set-up, staff assignments, speaker and agenda coordination
- Secure and manage venue contracts
- Create and manage event budgets to achieve revenue and expense goals
- Effective coordination of event committees and volunteer management
- Develop and manage efficient and detailed program timelines to ensure successful program execution. Timelines include: timeframes for sponsorship, marketing, production time, participant/speaker notice, event agenda, and event location
- Provide event support for programs organized by other team members

Partnerships

- Create sponsorship deliverables and ensure fulfillment of sponsorship benefits.
- Achieve the goals of the organization and find opportunities for additional revenue generation with programs/services to ensure the continuous delivery of services
- Establish and maintain effective relationships with Chamber members to find mutually beneficial sponsorships/partnerships

Minimum Qualifications:

- Communicate clearly and effectively through verbal and written communication
- Ability to organize, prioritize and work independently
- Ability to manage multiple projects, set priorities and shift priorities as needed.
- Strong customer service and relationship skills
- Attention to detail
- Ability to complete projects accurately and within established deadlines
- Work cooperatively and effectively with others to set goals, resolve problems and make decisions to enhance the organization
- Must exhibit a friendly, positive attitude and be a team player
- Operational knowledge of MS Excel, Word and Outlook and virtual meeting platforms
- Ability to learn the Chamber's database software
- Willingness to learn and adapt to new event technology

Preferred Qualifications:

- BS or BA degree
- Ability to identify trends and make strategic recommendations that assist in creating a better future for the organization
- Previous success with organization and coordination of events or programs
- Demonstrated experience managing volunteers and committees

Benefits: Pay \$43,000 to \$50,000 per year, compensation to commensurate with experience and education, paid time off, 401 (k) matching, dental insurance, vision insurance, accidental death and dismemberment insurance, life insurance, and long/short-term disability.

The Program & Partnership Director is a full-time, in person position and reports to the Chippewa Falls Area Chamber of Commerce President.

To apply, submit a resume and cover letter to allyson@chippewachamber.org. To ensure consideration, materials should be submitted by 5:00pm on May 7, 2023.

The Chippewa Falls Area Chamber of Commerce is an independent, non-profit and our mission is to improve the quality of life in our community by providing leadership to coordinate, support and promote the business interests of our membership. We are in the business of helping our local business community flourish. The continued development of Chippewa Falls' business community is incredible, and we work every day to create new opportunities for our members. As times change, we are fluid to fit the needs of our members. From creating new digital marketing opportunities to forming new versions of networking events and searching for solutions to business struggles, we continue to be a support system for our members.