LEADERSHIP TALLAHASSEE
A PROGRAM OF THE GREATER TALLAHASSEE CHAMBER OF COMMERCE

POSITION DESCRIPTION
Program Director, Leadership Tallahassee
Greater Tallahassee Chamber of Commerce

Reports to: Executive Director
Organization: Leadership Tallahassee
Fiscal Year: January 1, 2027 – December 31, 2027

POSITION SUMMARY

The Program Director supports the mission of the Greater Tallahassee Chamber of Commerce and Leadership Tallahassee by working closely with the Chamber President, Executive Director, Board of Governors, volunteers, alumni, and community partners to plan, implement, and evaluate programs, events, and initiatives.

The position is responsible for coordinating and implementing assigned programs and events; managing communications and digital information; supporting membership engagement and retention; and fostering relationships with Leadership Tallahassee members, alumni, volunteers, sponsors, and community partners.

RESPONSIBILITIES

Program and Initiative Management

- Take the lead in planning, coordinating, implementing, and evaluating assigned LT initiatives, including:
  - Youth Leadership Tallahassee (YLT)
  - LT Membership Luncheons
  - Distinguished Leadership Awards (DLA)
  - Building Better Boards (BBB)
  - Opportunity Tallahassee (OT)
  - LT 2.0
- Develop and maintain detailed timelines, budgets, communications, and logistical plans for assigned initiatives.
- Coordinate with volunteers, committee members, sponsors, vendors, speakers, and community partners to ensure successful implementation of programs and events.
- Research and implement best practices and identify opportunities for continual program improvement.
- Support other Leadership Tallahassee programs, events, and activities as assigned by the Executive Director.

Communications and Marketing

- Coordinate with the Executive Director and Chamber Communications staff to ensure consistent messaging and branding.
- Take primary responsibility for Leadership Tallahassee's ongoing communications, including newsletters, email communications, social media, website content, and other digital communications.
- Develop and maintain an annual communications calendar aligned with Chamber and Leadership Tallahassee programs, events, membership activities, and organizational priorities.
- Promote Leadership Tallahassee programs, events, membership opportunities, and accomplishments through appropriate communication channels.
- Develop and maintain promotional materials and other communications resources for programs and events.

Membership and Alumni Engagement for LT and YLT

- Manage ongoing membership activities, including membership dues, communications, and engagement.
- Maintain accurate membership records.
- Coordinate membership events, activities, and service projects designed to engage members and alumni and strengthen connections within the Leadership Tallahassee network.
- Maintain the Leadership Tallahassee online directory and ensure member information is accurate and current.
- Respond to member and alumni inquiries and provide timely, professional customer service.

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Board and Volunteer Relations

- Prepare agendas, materials, and reports, for assigned Leadership Tallahassee committees and meetings.
- Serve as staff liaison to assigned committees and volunteer groups.
- Provide information and support to volunteers to facilitate successful completion of assigned responsibilities.
- Maintain effective communication with LT Board members, committee members, and other volunteers.

Community Relations

- Represent Leadership Tallahassee and Youth Leadership Tallahassee at appropriate community meetings, events, and activities.
- Develop and maintain positive relationships with community partners, sponsors, alumni, and other stakeholders.
- Promote the mission and programs of Leadership Tallahassee throughout the community.
- Identify opportunities for collaboration and partnerships that advance Leadership Tallahassee's mission and strategic priorities.

Financial and Administrative Management

- Develop and monitor budgets for assigned programs, initiatives, events, and activities.
- Maintain accurate financial and program records and provide information to the Executive Director as needed.
- Monitor registrations, payments, dues, and sponsorships associated with assigned programs and activities.
- Coordinate with Chamber staff regarding financial processing, contracts, purchasing, invoices, and other administrative matters.
- Perform other duties as assigned by the Executive Director.

KEY PERFORMANCE INDICATORS

- Successful planning, implementation, and evaluation of assigned initiatives, including Youth Leadership Tallahassee, Membership Luncheons, DLA, BBB, OT, and LT 2.0.
- Timely and effective communications supporting Leadership Tallahassee programs, events, membership, and organizational priorities.
- Accurate and timely management of membership dues, membership records, and the online directory.
- Successful coordination of membership events and service projects that promote alumni engagement.
- Programs and events are delivered within approved budgets and established timelines.
- Demonstrated progress toward Leadership Tallahassee's strategic priorities and annual organizational goals.

QUALIFICATIONS

- Bachelor's degree or equivalent combination of education and relevant experience.
- Three to five years of experience in program management, event management, nonprofit administration, membership services, communications, or a related field.
- Strong written and verbal communication skills.
- Strong organizational and project-management skills with the ability to manage multiple priorities, deadlines, and events simultaneously.
- Strong interpersonal skills and the ability to work effectively with diverse stakeholders, including high school students, community leaders, members, alumni, volunteers, sponsors, business and nonprofit partners.
- Proficiency with CRM or membership management systems, digital communications platforms, social media, Microsoft Office, and other technology used in program and event management.
- Ability to exercise sound judgment, maintain confidentiality, and represent Leadership Tallahassee professionally in the community.
- Experience with leadership development, or resource development is preferred.

Interested applicants should contact Kate Brock, Director of Finance and Operations, at kbrock@talchamber.com or 850-521-3119

Revised: October 2026