

# WACONIA CHAMBER OF COMMERCE

## JOB DESCRIPTION

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**JOB TITLE:** Business Development Coordinator

**FLSA STATUS:** Non-Exempt

**HOURS** Part-time; 25 hours per week (potential for FTE)

This job offers a flexible office schedule while maintaining a consistent hourly work schedule.

\* May include occasional evening duties

**SPECIAL EVENTS  
(required shifts)**

- Sister Saturday: May 13, 2023 (Fishing Opener)
  - Nickle Dickle Eve & Day: Sept 15 & 16 (2<sup>nd</sup> Fri and Sat after Labor Day)
  - D.E.A.R. Hunting Day: Nov. 4, 2023 (Hunting Opener)
  - Tree Lighting in the Park: Friday, Nov. 24 (evening 5:00-7:00 pm)
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**PURPOSE OF JOB:**

Primary role is to provide organizational support to the President and committees of the Waconia Chamber of Commerce and Visitors Bureau with an emphasis on relationship management and membership growth.

**SUPERVISION RECEIVED:**

Works under the general supervision of the President.

**ESSENTIAL JOB FUNCTIONS:**

The essential functions of the position include, but are not necessarily limited to, the following job duties:

***Membership Relationship Management***

- Provide ongoing support to the Chamber President by providing information on recruiting and member retention opportunities.
- Communicate benefits of Chamber membership and retention to prospective and current members.
- Spearhead onboarding initiation for new members, including use of CRM chamber software.
- Assist in execution of promoting member information in weekly communications.
- Build relationships and make regular contact with retail and hospitality community members by encouraging participation in Chamber-sponsored community events.
- Lead the Ambassador Committee and Co-lead the Retail Committee.
- Aid in event planning details of Waconia tourism-related events including, but not limited to: Sister Saturday, Nickle Dickle (Eve) and Day, Scarecrow Tour, and D.E.A.R.

- Attend annual professional development Minnesota Chamber of Commerce summer refresh conference (1 day, end of May)

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITY:**

- Enthusiastic, energetic, engaging, with positive attitude.
- Self-motivated with ability to work well in a fast-paced environment.
- Ability to work both independently and in a team setting.
- Ability to establish and achieve priorities in the work environment with set deadlines.
- Effective problem-solving and analytical skills.
- Friendliness and passion for relationship building and ability to work with a wide variety of people and businesses.
- Possesses qualities such as dependability, resourcefulness, efficiency, and professionalism.
- Proficient in Microsoft Office Suite.
- Knowledge of Chamber of Commerce operations and software (preferred).

#### **MINIMUM QUALIFICATIONS:**

- Associate or Bachelor's Degree in Business, preferred.
- Office administration, customer service, sales, or related fields preferred.
- Strong communication skills, including the ability to communicate clearly and concisely; both in writing as well as verbally while listening to interpret member needs.

#### **NON-DISCRIMINATION POLICY:**

The Waconia Chamber of Commerce and Visitor's Bureau will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, familial status, genetic information, sex, disability, age, marital status, sexual orientation, status with regard to public assistance, or any other protected class status.

*(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the Waconia Chamber of Commerce and requirements of the position change. The Waconia Chamber of Commerce reserves the right to change and/or eliminate any and all job duties as necessary. This position is subject to state drug and alcohol testing and a background check.)*