

**CLARKSDALE/COAHOMA COUNTY
CHAMBER OF COMMERCE**

Clarksdale, Mississippi
RECRUITMENT OF POSITION

The Clarksdale/Coahoma County Chamber of Commerce is seeking applications for the position of Director of Membership and Programs. Interested candidates should submit resumes to the Clarksdale/Coahoma County Chamber of Commerce via email to: delacroix@tecinfo.com. Resumes and Cover Letters will be accepted until August 15, 2018 at close of business day 5:00 p.m.

Position Title: Director of Membership and Programs, Clarksdale/Coahoma County Chamber of Commerce, Job Type: Full Time Reports to: Executive Director, Clarksdale/Coahoma County Chamber of Commerce

POSITION OVERVIEW

The Director of Membership and Programs is responsible for the recruitment and retention of Chamber membership and the planning and execution of Chamber programs. Duties and responsibilities include but are not limited to effective planning, development and implementation of programs, development strategies for membership and programs, creative initiatives, and budgetary management.

The Director of Membership and Programs will actively participate in the planning and development of the membership of the Chamber, as well as the planning and execution of the programs of the Chamber. This includes actively participating in and developing volunteers to assist in the execution of programs, reporting on activities to the Chamber of Commerce Board of Directors, working as a team member with the staff of the Chamber, and assisting in the communication to the public and the membership of all Chamber activities. Further, the Director of membership and Programs will interact with all other local or regional organizations, whether private business or governmental stakeholders which are instrumental in fulfilling the mission of the Clarksdale/Coahoma County Chamber of Commerce.

The Director of Membership and Programs will manage membership solicitation efforts, including solicitation of new businesses in the community; seeking proactive growth of members and ongoing maintenance of current members. The Director will oversee recordkeeping for such purposes. The Director will prepare membership solicitation letters to prospects, along with all other material pertinent to membership promotion.

The Director of Membership and Programs will assist in the review, measuring and assessment of existing programs and activities and will help, when necessary, to develop new programs that leverage general area and business strengths while integrating new approaches and strategies. This position requires constant innovation, attentive management and a deep understanding of the business community of Clarksdale, Coahoma County, and the Mississippi Delta region.

The Director of Membership and Programs will prepare and oversee that part of the Chamber's annual budget,

strategic plan and annual marketing and advertising plan which deals with membership recruitment and retention, as well as Chamber programs. The Director will maintain accurate recordkeeping. The Director will report directly to the Executive Director of the Chamber of Commerce.

QUALIFICATION
REQUIREMENTS Education
and Work Experience

Bachelor's degree in economic development, business administration, tourism and hospitality management, marketing, communication or a related field, and experience in a senior role in the tourism, hospitality or attractions industry and a minimum of two (2) years management experience.

The position requires travel as needed, superior communication skills and the ability to interact within political, social and corporate environments. Candidate must be able to work collaboratively and constructively with a wide range of co-workers, governmental leaders, community leaders and industry partners.

The position requires a thorough familiarity with computer programs and social media platforms.

Please provide cover letter, resume, and references. No application will be considered without all three.