



## **Position Title: Leadership & Events Manager**

**Organization:** Decatur–Morgan County Chamber of Commerce

**Reports To:** President & CEO

**Position Type:** Full-Time, Exempt

### **Overview:**

The Decatur–Morgan County Chamber of Commerce is seeking a dynamic, organized, and community-focused professional to join our team as **Leadership & Events Manager**. This individual will lead the Chamber’s adult Excellence in Leadership and Edge Student Leadership programs, guiding participants through experiences that deepen their understanding of our community and strengthen their leadership potential. They will also manage several of the Chamber’s signature events throughout the year, advancing the Chamber’s mission of promoting business, community, and economic growth.

### **Key Responsibilities:**

#### **Leadership Programs**

- Plan, coordinate, and implement all aspects of our adult Excellence in Leadership and Edge Student Leadership programs, including class selection, agendas, session logistics, and graduation activities.
- Work with Excellence in Leadership alumni to foster ongoing connection, collaboration and growth among graduates of the program.
- Cultivate relationships with alumni and sponsors to sustain and grow program support.

#### **Event Management**

- Manage and execute several Chamber events throughout the year such as Annual Meeting, State of the City/County/Healthcare series and special member appreciation events.
- Coordinate event logistics including venue selection, vendor management, marketing materials, and onsite execution.
- Work collaboratively with team members to ensure events align with Chamber goals, budgets, and Chamber brand standards.

#### **Member & Community Engagement**

- Represent the Chamber at meetings, programs, and community events.
- Support member retention and engagement through consistent communication and relationship building.
- Collaborate with the Chamber team on special projects, committees, and communications that advance Chamber objectives.

**Qualifications:**

- Bachelor's degree in communications, public relations, business, or related field (or equivalent experience).
- Minimum 3–5 years of experience in event management, program coordination, or leadership development.
- Excellent organizational, communication, and interpersonal skills.
- Ability to manage multiple projects simultaneously with attention to detail and deadlines.
- Proficient in Microsoft Office and event/project management tools.
- Passion for community engagement and leadership development.
- Resident of Decatur and/or Morgan County.

**Personal Attributes:**

- Professional, positive, and collaborative team player.
- Self-starter with a strong sense of responsibility and initiative.
- Comfortable engaging with business and community leaders.
- Commitment to the Chamber's mission of strengthening our community through business and leadership.

**Compensation & Benefits:**

- Competitive salary based on experience.
- Benefits package includes health insurance, paid time off, 401 (k) plan with company match.
- Opportunities for professional development and community involvement.

**How to Apply:**

Email a resume and cover letter detailing your experience and interest in this position to Crystal Brown, President & CEO – [crystal@dcc.org](mailto:crystal@dcc.org). Applications will be accepted until **Friday, February 13**.