

Wayne County Area Chamber of Commerce

Job Description

Job Title: Director of Membership & Education

Reports to: President/CEO

FLSA Status: Salary, Base Minimum 40 hours/week

Who we are

The Wayne County Area Chamber of Commerce is your unifying link to the Wayne County Community!

Why we exist

We exist to foster an attractive, welcoming community that is rich in enterprise and growing in population and prosperity.

How we succeed

We **Promote, Lead, Unite** and **Serve** our members, our businesses and our communities (**PLUS**) through:

- Advocacy & Awareness
 - Professional Development & Training
 - Networking & Engagement
 - Benefits & Support
-

Summary

The Director of Membership & Education supports the organization's mission, strategic objectives, and plan of work by providing a wide variety of professional support. Chamber employees are community and business champions.

Business & Education Focus

As a support person for the Business Education Committee, this position will work with the committee and other volunteers in the development, funding, and implementation of education programs in alignment with the overall strategic plan.

- Plan, coordinate and lead the annual career fair and hiring fair for high school juniors and seniors.
- Develop connections and facilitate conversations between Chamber members, partner organizations and educational institutions.
- Serve as the lead on the School Is Cool perfect attendance program.
- Coordinate monthly business education lunches and/or webinars.
- Measure progress and outcomes.
- Oversee program budgets, ensuring income and expense projections are met.

Membership Outreach Focus

As the lead staff person for the Membership Outreach Committee, this position has overall responsibility for working with committee members to grow and retain membership, utilizing creative ways to add value for being a Chamber member.

- Connect with current and potential members on a weekly basis. The goal is to grow the Membership total during each calendar year.
- Conduct new member orientation meetings.
- Coordinate annual member renewal and retention process.
- Work with the Membership Outreach Committee to identify new member benefits and assist in implementation and marketing of these benefits.

HYPE (Helping Young Professionals Engage)

As the staff lead for HYPE, the Director of Membership & Education will drive the overarching goal of attracting and retaining talent in Wayne County, particularly with young professionals. This job involves some supervision of contract services, volunteers, and interns.

- The Director will work together with the committee chair to coordinate social and professional development opportunities.
- Demonstrate professional behavior, mentoring others, as appropriate.
- Help member businesses welcome new recruits to the community and assist in making connections.
- Lead volunteer initiatives in the community, especially focused on quality of place projects.
- Apply for and manage local grants supporting the work of HYPE.

Other Responsibilities

- This job involves supervision of contract services, volunteers, and interns.
- Work cooperatively with other staff, volunteers, and board members with a collaborative approach.
- Perform other duties as assigned by the President/CEO.

Qualifications, Education and Experience

- Creatively develop and cast vision.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to see “big picture” ideas and move from ideation to implementation.
- Ability to perform duties above with little oversight.
- Ability to clearly communicate with Chamber members and leaders at all levels in their career.
- Ability to effectively present information and respond to questions from Chamber members, committees, board members, and community groups.
- Ability to manage multiple projects at a time.
- Pay close attention to detail and perform quality work in a timely manner.
- Ability to maintain confidentiality of documents, records, reports, and conversations.
- Proficiency in Microsoft Office programs including Excel, Word, Power Point and Publisher.
- Ability to work flexible schedule, as required, for special events or occasional after-hours meetings.
- The selected candidate will have a good sense of “grit” as defined by Wikipedia: *“perseverance of effort combined with the passion for a particular long-term goal.”*

A Bachelor’s degree in business, communications or another related field is preferred. The candidate should possess three years of demonstrated experience in a similar role or field with transferable experience. Additionally, familiarity with the community is strongly recommended.

The nature of a Chamber of Commerce is to work cooperatively with the business community. This position is not remote. The selected candidate will work in the office and community a minimum of 40 hours per week.

To apply, email your cover letter explaining why you are the best candidate for the position along with your resume to Deborah@WCAreaChamber.org.