

Job Title: Director of Programs & Development

Reports To: Director of Operations/ Chief of Staff

Summary:

Responsible for the development of business education programs and opportunities for Chamber members, and, organizing special events to promote the goals and objectives of the Chamber.

General Duties and Responsibilities include:

- Develop, organize and facilitate – Quarterly Chamber Events & Programs
- Organize and coordinate Chamber special events
- Assist other Staff Directors with program and development needs for Chamber “special events”, meetings, partnering with the Director of Events & Fiscal Planning etc.
- Develop Budget for Programs and Development activities
- Other duties as required.

Qualifications:

1. Education: Bachelors Degree (BA/BS), 2 years of work experience in event Planning, project management, or MBA, 3 years work experience.
2. License: Valid drivers’ license.
3. Computer Skills: Working knowledge of Microsoft Windows, Outlook, Excel, Word.
4. Language Skills: Ability to comprehend instructions; read and write reports-correspondence; ability to present information to top management, and ability to respond to general public inquiries. Must have excellent communication skills (written, oral, verbal); ability to manage people and problem solve; obvious professional demeanor.

Work Schedule: Flexible
SICC Meetings Attendance: Mandatory unless notified 1 month in advance (or emergency)