



## **JOB ANNOUNCEMENT**

PIKE COUNTY CHAMBER OF COMMERCE, INC.,  
101A EAST CHURCH STREET · PO BOX 249 · TROY, AL 36081

**JOB TITLE:** Vice President

**DIRECT REPORT:** President

**SALARY RANGE:** Compensation and benefits are competitive with market value and commensurate with experience.

### **JOB DESCRIPTION:**

The Vice President is responsible for directing the development and implementation of programs that will encourage new memberships in the Chamber and increase existing ones. The Vice President manages the design and production of internal and external marketing tools, including, but not limited to: Chamber event promotional media, social media, website, e-blast, membership packets, signage, and presentation materials. The Vice President will be responsible for event sponsorships, as well as, membership acquisition and retention campaigns.

### **MINIMUM EDUCATION/EXPERIENCE:**

- Bachelor's degree is preferred; however, an equivalent combination of three to five years of experience in a comparable leadership position and/or sales and marketing experience.
- Familiarity with public relations, dealing with media and marketing campaigns.
- Superior competency in website maintenance, social media, internet and Microsoft Office tools.
- Knowledge of QuickBooks, required.

### **COMPETENCIES FOR SUCCESS:**

- Excellent verbal and written communication skills.
- Professional presence and public speaking a must.
- Possess ability to work well with local and state offices, business executives, as well as, small organizations.
- Innovative, detail focused and highly organized.

### **ADMINISTRATIVE RESPONSIBILITIES:**

- Maintain strict confidentiality while working with chamber prospects/programs, as necessary
- Demonstrate an attitude of loyalty and professionalism in performing the necessary functions of the Chamber's work.
- Maintain a high profile in the community that will reflect favorably on the Chamber's commitment to an active Program of Work.
- Keep official Chamber calendar.
- Maintain and update membership database.
- Facilitates standing and special committees as assigned by the President.

- Communicates and counsels with President on processes, policies, internal and external solutions and issues regarding membership/administration.
- Attends conferences, training and events as directed by the President.
- Coordinates volunteers for committees, programs and events.
- Represents the Chamber at community and governmental programs as directed by the President.
- Assist in the filing and entry of financial records.
- Carries out additional responsibilities as assigned by the President.

**MEMBERSHIP AND REVENUE RESPONSIBILITIES:**

- Develop and implement strategies designed to meet membership growth and retention goals.
- Call on a minimum of three potential new members and three existing members per week.
- Report calling efforts to President on a monthly basis.
- Invoicing and collection of unpaid dues.
- Ensure members' needs are met.
- Solicits member feedback and develops reports for President.
- Direct planning, coordination and attend Business after Hours, ribbon cutting ceremonies and member events.
- Develop and execute and effective plan for new member orientation.
- Encourage utilization of new member talents and enthusiasm on various committees

**PUBLIC RELATIONS AND COMMUNICATION RESPONSIBILITIES:**

- Manages and coordinates website and social media.
- Develop and implement Chamber publications (print & electronic).
- Formulate activities to market and communicate the Chambers image and programs.

**PHYSICAL DEMANDS:**

- May occasionally lift and/or move up to 25 pounds. Performance of duties will require you to stand, walk and sit. Must be able to drive and be able to stay overnight if required.
- Periodically may be required to work weekends, as well as, evenings.

**NOTE:**

Statements included in this description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included. This job may also require meetings outside of normal business hours or work on weekends and evenings. Required traveling by auto for training, membership recruitment and retention, meetings, or job assessments.

**IF YOU BELIEVE THAT YOU ARE QUALIFIED FOR THIS POSITION,  
SUBMIT A RESUME ON OR DECEMBER 29, 2016 TO:**

**Pike County Chamber of Commerce  
101A East Church Street  
PO Box 249  
Troy, AL 36081**

The Pike County Chamber of Commerce is an Equal Opportunity Employer.