



Title: Small Business & Member Events Manager
Reports to: Tina Hinson Mock, VP of Member Services
Date: November 2023

Overview of Position:

The Savannah Area Chamber of Commerce seeks a highly motivated, technically savvy, trustworthy, organized, and creative team player to be responsible for planning, coordinating, and executing Savannah Area Chamber of Commerce events.

Events include but are not limited to:

- Membership Events

1. Business Connections – 8-10 per year
 2. Small Business Council Events
 - *Coffee Chats (monthly)
 - *Speed Networking Lunches (4xs per year)
 3. Business Expo & Business Connection
 4. Awards Banquet
 5. Assist with other membership events as needed.
- *Courses & Conversation Lunches (4xs per year)*
**Power Hour Lunches (4xs per year)*

Duties/Responsibilities:

- Maintain event budget on all events.
- Plan and execute events **as listed above**.
- Secure event venues
- Manage Event Productions – (ex. tables, linens, A/V, alcohol, etc.)
- Work with City, County, and State to secure required permits for events.
- Manage marketing timeline for events (internal and external)
- Help membership staff to find and secure sponsors for membership events.
- Communicate with sponsors and vendors in a timely manner.
- Assist membership team members to plan and execute other membership events, as needed, such as:
 - *Business on the Moves*
 - *Trustee Council events*
 - *Ribbon cuttings*
 - *Industry Council events,*
 - *New Member Receptions*

Requirements:

- In-depth understanding not only of the CRM software, but also of sales, marketing, business processes, and how they relate to the CRM software (Simpleview preferred but not required).
- Familiar with Microsoft Office Software (Word, Excel, PowerPoint).
- Ability to prioritize and multi-task to meet deadlines.
- Organized, detail-oriented and proactive.
- Excellent communications skills – for external and internal communications.
- Ability to work in a fast-paced, team environment.
- Bachelor's degree preferred or five years' experience in related field.
- Flexible working hours to include evenings and occasional weekends.

This job description describes the general nature and work level to be performed; it is not intended to be construed as an exhaustive list of job responsibilities, duties and skills required for the position.

Send resume and cover letter to Tmock@SavannahChamber.com