

Director of Special Events

Edinburg Chamber of Commerce

JOB OBJECTIVE: The Special Events Director is responsible for coordinating all Chamber special events and programs, including obtaining volunteers, keeping records of each event, and making reports and comparisons of events from year to year. This individual will adhere to the organization's revenue projections and holds judiciary responsibly for events planned. Events include but are not limited to Annual Banquet, Fiesta Edinburg, Texas Cook'Em, Night of Lights, University Draft House Beerfest, After Hours Mixers, Workshops and all other events as they are developed. The Special Events Director will collaborate with both the Executive Director and Director of Marketing/ Tourism to create effective marketing strategies to promote Chamber events and its mission.

Reports to: Executive Director

JOB DESCRIPTION:

- Create and manage timelines for events
- Acknowledge event budgets and provide periodic progress reports to Executive Director for each event project
- Oversee planning and logistics for organization events, meetings
- Assess event objectives and determine most cost-effective means to deliver results
- Maintain vendor relationships and preferred vendor pricing
- Coordinate event planning and production meetings/discussions to meet organizational objectives
- Manage member, sponsor, and vendor expectations with clear and concise communication
- Proactively identify opportunities and solutions for improvement of events
- Work with Chamber staff to market events to increase participation and add value to membership services
- Collaborate with Executive Director on event concepts, graphic design, production, printing, and marketing
- Gather information, write, and edit compelling marketing communications
- Attend Chamber events including but not limited to After Hour Mixers, luncheons, breakfasts, etc.
- Coordinate with Executive Director to create effective marketing strategies for events
- Manage calendar of events, including scheduling of Ribbon Cuttings and After-Hours Mixers etc.

KNOWLEDGE, SKILLS, ABILITIES:

- Proven experience as event manager, including experience in event planning and execution and negotiating contracts and working with vendors
- Customer-service oriented and a team player with leadership skills
- Demonstrable interpersonal and organizational skills including flexibility, the ability to take direction, and the ability to multi-task
- The ability to participate in after-hours and occasional weekend functions
- Computer proficient in Microsoft Office systems including Excel, PowerPoint, Word, and Outlook
- Experience with Canva, Photoshop, and other graphic design program(s) preferred
- The ability to obtain sponsorships for various programs and events to produce non-dues revenue to meet budgetary requirements for operation of the organization as determined annually by the budget committee and approved by the board
- Excellent verbal and written communication skills
- Ability to perform other duties and responsibilities as assigned

Education:

Bachelor's Degree from an accredited college or university in business administration, marketing, public relations, related field are preferred and/or years of experience. High School Diploma minimum.

Physical Demands:

The job has moderate hazards and physical demands are low to moderate. Duties involve considerable bending, lifting, carrying, or walking and/or using equal to lifting 25 – 50 pounds.

Work Environment

Majority of duties will be performed in and from the Chamber's office during regular business hours. Some travel and work off-site will be required as well as occasional work on evenings, weekends, and/or holidays. Festival work will be at an off-site location.

Compensation and Employee Benefits

This is a Full-time salaried position. Salary is commensurate based on experience. The Chamber offers excellent benefits including paid holidays, vacation/ sick leave, health, dental, life and disability insurance, retirement system and optional deferred compensation programs.

Disclaimer

This job description summarizes essential job functions and minimum job requirements for typical work and duties customarily assigned with this position. However, this job description does not represent every aspect of the job. Job descriptions are subject to periodic updates and modification by the Edinburg Chamber of Commerce Board of Directors. The Edinburg Chamber of Commerce is an Equal Employment Opportunity employer. Employment offers are made on the basis of qualifications, and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

Application Process:

All applicants should submit the following items:

1. A completed Edinburg Chamber of Commerce Application of Employment
2. A current resume of professional experience.
3. A list of three references, with contact information, that reflects the stature of this position.
4. **Application deadline is Friday, November 10, 2023 at 5 p.m.**