



## Job Description

### Organizational Background

Dakota County Regional Chamber of Commerce is committed to building a stronger regional business community. We steadfastly serve the cities of Egan, Farmington, Lilydale, Mendota, Mendota Heights, Rosemount, Sunfish Lake, and West St. Paul, along with Castle Rock, Empire, Eureka, and Hampton Townships. Explore the many ways we're leading the way to make the Dakota County area the best possible place to live, work, and grow your business.

### Our Mission

Dakota County Regional Chamber of Commerce unites the business community to improve members' success by:

- Advocating public policy
- Providing networking and professional development opportunities
- Encouraging economic development

### Position: Communications and Events Manager

The Communications and Events Manager is responsible for the development and implementation of events for Dakota County Regional Chamber of Commerce as well as internal and external communications. Additionally, the position maintains member information and provides excellent customer service and responsiveness that reflects positively on the organization. This position implements strategic direction for the organization's communications and media relations. The position reports directly to the Chamber's president.

### Responsibilities

- Provide event planning skills and expertise to the Chamber's staff and volunteers by building, developing, leading and managing various volunteer teams capable of carrying out the necessary and expected strategies and goals
- Management and deliver of various communications strategies (content, design) and projects including but not limited to:
  - Weekly Update
  - Quarterly Newsletter
  - Brochures, Invitations, Other Collateral
  - Annual Membership Directory
  - Regional Map
  - MailPak
- Development and implementation of various networking and professional development programs delivered to chamber members including Coffee Breaks, Why Not Wednesdays, Women's Circle, Young Professionals, educational seminars, and other Chamber events

- Development and implementation of large, special events including but not limited to Annual Golf Classic, WomEn's Conference, and Business Excellence Awards/ Annual Meeting
- Achieve budgeted revenue goals in all events including generating sponsorships, participant fees, and managing expenditures
- Management of Chamber's website and other electronic communication
- Execution of social media strategies and tactics
- Developments of marketing strategies to ensure goals are exceeded in participation, special project revenue, non-dues revenue, etc.
- Manage all aspects of media relations strategies, earned and unearned; and cultivate relationships with local media to position Chamber as leader within the region
- Develops messages and maintain brand standards that promote the Chamber's initiatives and programs
- Assist in maintaining membership database to ensure consistent member information
- General office and administrative tasks including event invoicing, accounts receivables, reception duties, etc.
- Cultivate and maintain an extensive knowledge of all Chamber programs, services, initiatives and activities
- Actively support and participate in Chamber events and programs
- Cultivate relationships in order to engage members to remain active
- Staff liaison to various marketing and event-based volunteer committees and task forces
- Represents the Chamber in a professional manner
- Perform other job duties as assigned by the President of the organization

#### **Knowledge, Experience, and Education Required**

- Bachelor's degree in marketing, journalism, communications, business, or related field
- Minimum of two years of professional experience; experience within the chamber of commerce/association management industry preferred
- Strong interpersonal skills to effectively cultivate relationships with Chamber members, volunteers, vendors, and community stakeholders
- Ability to organize, plan and prioritize multiple projects at one time
- Strong written communications skills
- Social media experience and understanding
- Ability to think creatively and innovatively as well as provide solutions
- Strong ability to work independently and as part of a team and also provide quality service and motivation to volunteers
- Results-oriented and willingness to be accountability to measurable goals
- Capable of maintaining sensitive/confidential information
- Must be a team player that works well in fast-paced, changing environment
- Proficient in Microsoft Office programs including Outlook, Excel, Word, Adobe, as well as some experience with In-Design
- Knowledge and understanding of the business community in the Dakota County region
- Must have/maintain a dependable vehicle with proof of license and insurance

#### **Physical Demands**

While performing the duties of this job, the employee is required to sit at a desk and computer for long periods of time, is occasionally required to stand; use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, crouch and/or crawl. May be requested to lift materials of up to 35 lbs. Specific vision abilities required include reading computer screen and written documents; close vision, color vision and ability to adjust focus. Communicate via verbal, audible and written means.

**Work Environment**

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

**Time Commitment**

A minimum average time commitment will exceed 40 hours per week in order to fulfill the duties required of this exempt position.

**Compensation and Employee Benefits**

Salary is commensurate with experience and is structured with an annual salary and incentive plan. Health and dental insurance is provided through a proportionate cost to the employee. Other benefits include paid holidays, personal time off policy, retirement matching program, reimbursement of business travel, professional development and training. The Chamber strives to provide compensation at market rates when compared to like organizations.

**Reasonable Accommodation**

It is the policy of the DCR Chamber to provide reasonable accommodations to qualified individuals with a disability who are applicants for employment or employees to perform the essential functions of the job. The Chamber is an Equal Opportunity Employer.

Cover letter, resume and salary requirements should be submitted to:

Vicki Stute, president  
Dakota County Regional Chamber of Commerce  
3352 Sherman Court, Suite 201  
Eagan, MN 55121  
[vstute@dcrchamber.com](mailto:vstute@dcrchamber.com)

Position will remain open until the final candidate is selected.

No phone calls please.