

We are searching for our Membership & Marketing Director.

Is that you?

In this position, you are part of a team whose mission is to enhance the retention and expansion of the Grant County business community. You are on the front line of our member and community engagement through personal and electronic interaction, member recruitment and retention, creation of professional-quality marketing materials, website management, and some event management.

You are responsible for creating the Chamber's suite of marketing materials - including the newsletter, press releases, weekly email updates, website updates, social media, occasional blog posts, and the bi-annual Living Guide. You will be an integral part of the Chamber's annual slate of events through planning and execution. You will manage and support the Grant County Young Professionals Network and the Sales & Marketing Association. You will also be responsible for creating several staff reports for monthly Board meetings. As a member of our small team, you will encounter other duties along the way.

You must have completed secondary education; and relevant education or experience will give you an edge. You should be comfortable and have the ability to communicate effectively with any member of the public one-on-one and in groups. Qualities that are critical for this position include organized, creative, motivated, team-oriented, enthusiastic, and engaged. You should be proficient or quickly able and willing to learn programs that include Microsoft Office, Adobe Suite, Canva, and Chambermaster. You should be familiar with Grant County and its amenities. Finally, you should be comfortable with sales tactics related to member recruitment and retention.

Other details you should know --

- The Membership & Marketing Director reports to and is evaluated by the President/CEO.
- You must maintain a valid Indiana driver's license and auto insurance.
- You must demonstrate regular and predictable attendance.
- Compensation will be competitive.
- The Marion-Grant County Chamber of Commerce is an equal opportunity employer.

If this describes you, submit the following by Friday, May 31, 2019:
Cover letter; resume; salary requirements; and references.

Send to:

kylie@marionchamber.org OR
Marion-Grant County Chamber of Commerce
Attn: Search Committee
217 S. Adams Street

Marion, IN 46952