

Job Title: Executive Vice President and Chamber Director

Location: Arkadelphia, Arkansas **Salary:** Commensurate w/experience

Reports to: President & CEO **Closing Date:** August 15, 2024

The Arkadelphia Regional Economic Development Alliance and Area Chamber of Commerce (AREDA) is currently seeking a dynamic and enthusiastic teammate to join us as our new Executive Vice President and Chamber Director of the Arkadelphia Alliance and Chamber. This is a full-time position responsible for membership development, event management, and public relations activities to support the strategic initiatives of organization. AREDA offers an exceptional benefits package including: 100% paid Health, Dental, and Vision Insurance for the employee, 401K with match, PTO including holidays, vacation, and sick leave. AREDA is an Equal Opportunity Employer.

Key Responsibilities

- **Membership Growth and Engagement:** Lead efforts to recruit and retain chamber members, providing valuable services, resources, and networking opportunities to support their success. Foster a sense of community among members through events, forums, and collaborative initiatives.
- **Event Management:** Plan and execute recurring and special events to support the mission of the Alliance and Chamber and meet the needs of the membership and community.
- **Public Relations and Communications:** Represent the Alliance and Chamber at local community and civic events to promote the Alliance and Chamber's brand and objectives. Serve as a support to the city and county in promotion of events and activities to enhance the local community. Along with other staff, facilitate Leadership Clark County and oversee the development of *Arkadelphia Life*, an annual relocation and membership publication.
- **Other:** Management of the Chamber Advisory Board and Chamber Ambassador program, and any associated chamber committees; Small Business and Entrepreneurship development support; Membership database management; Attend professional development conferences and training events; Other duties as assigned.

Qualifications

- Bachelor's degree or commensurate experience
- Ability to coordinate multiple projects under tight deadlines
- Detail-oriented and highly organized
- Microsoft Office Suite experience and knowledge
- Public speaking experience/ability
- Nonprofit experience is a plus
- A current valid Driver's License is required

How to Join the Team

Please submit your resume and cover letter via mail or email to:

Shelley Short, President/CEO
AREDA
201 N. 26th Street
Arkadelphia, AR 71923

shelley@arkadelphiaalliance.com | subject line: EVP Job Application