

Cadillac Area Chamber of Commerce (CACC)

JOB DESCRIPTION

Position: Business Development Director

Date: January 2022

Reports to: Cadillac Area Chamber of Commerce President

Hours of Work: Full-Time

Salary Information: \$38,000.00-\$40,000.00, CACC Benefits package

CACC Benefits package includes health insurance, dental insurance, vision insurance, life insurance, short term disability, long term disability, simple IRA (individual retirement accounts) plan

POSITION OBJECTIVE AND PURPOSE

The Business Development Director is primarily responsible for planning and coordination of the CACC Leadership Program, Downtown Business development programing, and small business development partner under the guidance of the Chamber President.

ESSENTIAL FUNCTIONS

- Orchestrates all aspects of the Leadership program, including planning and setting up for events/meetings, and assisting in developing promotional materials and other communications necessary for successful results.
- Plans, schedules, and coordinates the activities, sessions, and related events of the Leadership Program.
- Manages application process for new class members, including tracking of all program inquiries, outreach to local industries and, application tracking, applicant selection, and outreach to new class members.
- Develops and manages the annual budget for the leadership program.
- Assists in identifying program sponsorships for the leadership program.
- Assists the Leadership class with the community project as needed.
- Evaluates all aspects of the leadership program and recommends improvements to the Leadership and Chamber Board of Directors.
- Coordinates and communicates with small business services, programming, and tools
- Organizes, promotes, and communicates business development leadership opportunities with the Chamber and local partners.
- Be the Chamber's representative party for Downtown orchestrates events and promotional opportunities
- Provides information and/or content for Chamber publications
- Provides regular communication and updates to the Leadership Committee and Chamber Board of Directors
- Assists with Chamber programs and events
- Serves as ambassador for the Chamber and Leadership Program.

- Other duties as assigned

MINIMUM QUALIFICATIONS

- experience in program and business service management, and business development experience preferred
- *Preferred bachelor's degree in communications, business resource management, etc.*
- Strong project management skills
- Able to manage relationships with multiple internal and external constituencies
- Capable of handling multiple tasks with competing priorities
- Able to exercise strong attention to detail
- An effective communicator in speaking and writing
- Access to reliable transportation

WORKING CONDITIONS AND ENVIRONMENT

This job requires the following physical activities: bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual activity. Must be able to lift, push, pull, and move a minimum of 25 pounds. This job description is not intended, and should not be construed, to be an all-inclusive list of all responsibilities, skills, efforts or working conditions associated with this job. While this job description is intended to be an accurate reflection of the job requirements, management reserved the right to modify, add or remove duties from jobs and to assign other duties, as necessary.