



POSITION ANNOUNCEMENT

POSITION TITLE: Manager of Engagement
DEPARTMENT: Membership & Engagement

REQUIRED QUALIFICATIONS:

Strong desire to enhance the Wichita region through support and development of the business community. Degree in business, communications or related field with five or more years' event or project management and business-related experience. Proven ability to develop strong working relationships with co-workers and organizational partners to develop organizational support. Good working knowledge of computer applications. Excellent communication, organizational and time management skills. Previous management experience preferred.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Duties will include but not be limited to the following.

- A. Manage and successfully execute Chamber events to provide bottom line value to members while achieving budgeted financial goals. Major events include: Chairman's Lunch, Honors Night, Chamber Golf Classic, Small Business Awards, Exposure and Annual Meeting.
- B. Evaluate events through surveys and other means to determine their member value and research and develop new products for market introduction.
- C. Work cooperatively with the Director of Investor Relations in securing event sponsorships.
- D. Work with and provide staff assistance to the various event committees in identifying speakers, venues, sponsorships and other needs to ensure value is delivered through all events.
- E. Coordinate with Marketing & Communications Department in developing event promotion strategies and in the development of needed promotion.
- F. Consult with the Director of Membership to evaluate effectiveness of programs to meet needs of membership base.
- G. Assist overall organizational needs to ensure The Chamber's goals and objectives are met.
- H. All other duties which may be assigned by the Vice President.

Salary commensurate with experience. Solid benefit package included. Please submit a cover letter and resume via email only to:

Sheryl Weller, CFO
Wichita Regional Chamber of Commerce
sweller@wichitachamber.org