

## **Event and Marketing Manager, Birmingham Bloomfield Chamber of Commerce**

### **Duties and Responsibilities:**

- Coordinate all aspects of events, including, but not limited to, the scheduling and marketing of events, securing speakers/presenters, managing catering/facilities, raising sponsorship and ensuring appropriate attendance.
- Work with the President to develop, manage and meet/exceed all event budgets.
- Develop, implement and track an annual event marketing communications plan.
- Manage all aspects of event committees with Chairperson, including, but not limited to, recruiting committee members, scheduling and management of meetings and all correspondence with members, including agendas and minutes.
- Recognize opportunities for members to sponsor events. Secure and track sponsor results, including, implementing measures to ensure all sponsors have received full value of sponsorship.
- Manage creation and dissemination of weekly electronic newsletter.
- Develop and manage relationships with media to facilitate coverage of Chamber events and programs, includes development of media materials such as news releases, PSA's, advisories and pitch points.
- Manage Web site updates as needed.

### **Required Skills and Abilities:**

- Well-organized with strong attention to detail
- Ability to multi-task efficiently
- Ability to be flexible; may include some evenings and weekends
- Ability to establish and maintain effective working relationships with internal managers and employees, as well as interface with committees and Board of Directors.
- Ability to possess strong communication (both verbal and written) skills, and exchange information with others clearly and concisely
- Ability to effectively manage workflow
- Ability to envision/execute short- and long-term goals
- Strong analytical, decision-making and problem solving skills and abilities
- Ability to develop ideas and strategies that affect revenue
- Ability to respond to the frequent pressures of meeting deadlines
- Ability to work harmoniously and effectively as part of a team
- Working knowledge of Microsoft Office and Frontpage; knowledge of Web design and social media

### **Education and/or Experience:**

- Bachelors degree
- 5 -7 years marketing/event planning and/or project management experience

### **Resume & Salary**

Please send resume and salary requirement ATTN: Carrie Zarotney to:

Birmingham Bloomfield Chamber 124 W. Maple Rd., Birmingham, MI 48009

Or via e-mail: [carriez@bbcc.com](mailto:carriez@bbcc.com)

No calls please.