



### **JOB POSTING: Director of Member Services & Events**

Overland Park Chamber of Commerce seeks Director of Member Services & Events to lead programming and events for the Chamber and Foundation.

#### **Principal Accountabilities:**

- Coordinate signature, leadership, educational and networking events for the Chamber, EDC and Foundation
- Identify and secure sponsorship and attendance necessary to meet member, event and budget goals
- Coordinate Leadership Overland Park and related programming
- Oversee Chamber Foundation Center meeting space
- Develop/revise events and programming as needed to best serve members and community.

#### **Requirements:**

- To support the health and safety of our teams and workspaces, the Chamber requires employees to be fully vaccinated against COVID-19 or to have received an approved accommodation based on medical condition or sincerely held religious belief or practice. Please let us know if you'd like to discuss the policy or available accommodations before proceeding with our recruitment process.
- Demonstrated success in event planning of all sizes from small meetings to large signature events, including mastery of the technology necessary to host virtual and hybrid speakers and attendees.
- Demonstrated proficiency in sponsorship sales, fund and event development.
- Self-starter with demonstrated skills in taking initiative, problem-solving, negotiating and driving results.
- Bachelor's degree preferred and/or 3-5 years of demonstrated experience in related activities.
- Experience in event planning, fundraising or membership/association environment a plus.
- Self-starter with demonstrated skills in taking initiative, problem-solving, negotiating and driving results.
- Aptitude for working with volunteers and building relationships at all levels of an organization.
- Effective communication skills and the ability to develop and sustain business relationships.
- Excellent written communication skills with an extensive knowledge of grammar.
- Excellent knowledge of MS Word, MS Excel, MS Outlook, MS PowerPoint, CRM databases and software.

- Highly detail-oriented with superior organization skills and ability to work in a fast-paced team environment.
- Ability to work a flexible schedule as needed.
- Valid driver's license and reliable personal transportation to effectively execute meetings and events.
- Working knowledge of Overland Park and Johnson County a plus.
- Ability to function independently and in team environment.
- Strong attention to detail; experience with negotiating contracts.
- Working knowledge of Overland Park and Johnson County a plus.

The Chamber is an Equal Opportunity Employer.

**Job type:** Full-time salary competitive with the local market and applicant's experience.

**Benefits include:**

- Insurance provided includes group medical plan, dental & vision coverage, cafeteria benefits plan, short and long-term disability, and life insurance
- 401k plan
- Sick leave and vacation
- Professional development

**To apply:**

Email resume and a cover letter (to include what makes you an ideal candidate, as well as your salary requirements) with "Director of Member Services" as subject line to: [resume@opchamber.org](mailto:resume@opchamber.org).

Email applications preferred. Or mail your application to:  
Overland Park Chamber of Commerce  
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Overland Park, KS 66210