



JOB POSTING: Director of Member Services & Events

Overland Park Chamber of Commerce seeks a 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 sponsorships and attendance necessary to meet member, event and budget goals.
- Coordinate Leadership Overland Park and related programming.
- Oversee Chamber Foundation Center meeting spaces.
- Develop/revise events and programming as needed to best serve members, stakeholders and community.

Requirements:

- Demonstrated success in event planning, 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, fundraising 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 and fundraising in a membership/association environment a plus.
- Aptitude for working with volunteers and building relationships at all levels of an organization.
- Excellent oral and written communication skills with an extensive knowledge of grammar.
- Proficiency in MS Word, MS Excel, MS Outlook, MS PowerPoint, CRM databases and software.
- Must be highly organized and detail-oriented with superior organization skills with the ability to work in a fast-paced, collaborative team environment.
- Ability to work a flexible schedule as needed.
- Valid driver's license and reliable personal transportation to effectively execute meetings and events.

- Strong attention to detail; experience with negotiating venue, catering and speaker contracts.
- Ability to function independently and in a team environment, with commitment to the Chamber's core purpose and values.
- 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.

Email applications preferred. Or mail your application to:
Director of Member Services Search
Overland Park Chamber of Commerce
9001 W. 110th St., Suite 150
Overland Park, KS 66210