



Client: Vermont Chamber of Commerce

Website: vtchamber.com

Position Title: Director of Business Education & Events

Reports To: Vice President of Business Development

Location: Berlin/Barre, Vermont

The Vermont Chamber of Commerce is on a mission to help its members grow their businesses and the Vermont economy. As the largest statewide business organization, the Vermont Chamber of Commerce represents all industries and sectors from tourism to manufacturing to retail to healthcare to construction to technology. Every signature networking event organized, every policy advocated, and every unique marketing opportunity created is designed to make Vermont a better, more vibrant place to live, work, start a business, and play.

The Director of Business Education & Events has to be someone who demonstrates a passion and energy for bringing people together for unforgettable experiences. The Vermont Chamber of Commerce is looking for someone who thrives on keeping up with the news and keeping up with new industry trends, developments, and technologies. This is role offers the opportunity to provide stakeholders with tremendous value by producing content-rich events. You will manage an educational program, and develop programming content for diversity, equity, and inclusion initiatives. We are looking for someone who is a critical thinker and has a passion for business development.

Primary Responsibilities Include (but aren't limited to):

- Forward thinking when developing content for events, finding inspiration from local and national news, emerging trends, and industry developments
- Demonstrated ability to create budgets, manage to them, and meet expected financial targets
- Develops, implements, and evaluates the organization's strategy of special event planning and continuously adjusts increase the quality of events, enhancing the Vermont Chamber's value proposition
- Manages and coordinates events that ensure events are executed flawlessly
- Responsible for the venue, service provider and contractor selection. Oversees the negotiation of terms and fees with facilities, vendors, and speakers, in accordance with organizational budget, policies and procedures, and responsible for the venue, service provider and contractor selection.
- Responsible for the event sales goals, tickets, exhibitor booth and sponsorship sales process for events as required
- Partner with the Director of Technology to maintain and update website content pertaining to events
- Oversee and implement the registration technology platforms to ensure a clear and concise customer experience with event logistics, content, and purchasing options
- Coordinate and manage staff participation and onsite roles at events; communicate goals and professional conduct for staff presence at events
- Coordinate speaker logistics to ensure content development matches the overall goal of the event
- Write speeches for the Vermont Chamber President to coincide with overall event messaging and Vermont Chamber mission
- Provide and support the membership team with event leads in support of yearly membership goals

- Other duties as assigned

Education and Experience:

- Proven, professional track record in event management and logistics or similar field is required
- Exceptional customer service skills
- Ability to design sponsorship packages and solicit sponsors
- Ability to multitask, assume additional responsibilities and roles as they arise
- Knowledge of Microsoft Word, Excel, databases, and willingness to learn new applications is required
- Demonstrated ability to be highly organized
- Strong attention to detail
- Demonstrated ability to negotiate
- Excellent writing, communication, sales, and organizational skills
- Outgoing personality and the availability to work flexible schedule, as events are held and conducted around the entire state of Vermont

Vermont Chamber of Commerce is partnering with Gallagher, Flynn, & Company, LLP to conduct this search. Interested candidates are encouraged to apply by sending an introductory cover letter and resume to Michelle Rawls, Director of Talent Acquisition, at talentsolutions@gfc.com. While we appreciate all interest in this outstanding opportunity, only candidates who most closely align with our search will be contacted.

Disclaimer: What is listed above is representative of the responsibilities of the position but is not meant to be an exhaustive list. Responsibilities may change during employment at the company's discretion. Gallagher, Flynn & Company, LLP, and Vermont Chamber of Commerce do not discriminate in employment based on race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-merit factors.