



Job Title: Director of External Affairs

Connect. Develop. Advocate.

The Greater Dalton Chamber of Commerce understands that innovation and connection are pillars of business success and community prosperity. We provide connection, advocacy, and professional development to spark innovative growth in your business and our region.

Believe Greater Dalton:

Greater Dalton deserves to look like the home of a \$10 billion industry. Believe Greater Dalton's mission is to collaborate and connect with partners to transform Greater Dalton into a town where families want to stay, leaders wish to move, and youth consider a place of opportunity.

Location: Dalton, GA

Organization: Greater Dalton Chamber

Position Type: Full-time

Reports to: President & CEO & Executive Director of Believe Greater Dalton

Job Summary:

The Director of External Affairs at the Greater Dalton Chamber of Commerce is a key leadership role responsible for fostering strong relationships within the community and the local business ecosystem. This position emphasizes community engagement, business relations, event management, and strategic partnerships, with a supportive role in government relations. The Director will work closely with the Believe Greater Dalton initiative, ensuring that its initiatives and investments are successfully carried out to enhance Greater Dalton as an attractive place to live, work, learn, and do business. Additionally, the Director will play a pivotal role in organizing and managing events that bring value to Chamber members and enhance the Chamber's role as a central hub for the Greater Dalton area.

Key Responsibilities:

- **Community Engagement:**
 - Lead the Chamber's community outreach initiatives to strengthen ties between the Chamber, local businesses, and community organizations.
 - Develop and implement programs that support the economic and social development of the Greater Dalton area.
 - Represent the Chamber at community events, forums, and other gatherings to build relationships and increase visibility.

- **Believe Greater Dalton Collaboration:**
 - Work closely with the Believe Greater Dalton initiative to ensure that its strategic goals and investments are effectively implemented.
 - Collaborate with community leaders and stakeholders to advance projects that make Greater Dalton a more attractive place to live and work.
 - Monitor the progress of Believe Greater Dalton initiatives and provide regular updates to the Chamber leadership and members.

- **Government Relations:**
 - Support the Chamber's government affairs efforts by maintaining relationships with local and state government officials.
 - Monitor local legislative and regulatory issues that could impact the business community, providing updates and recommendations to the Chamber's leadership.
 - Assist in organizing and coordinating meetings between Chamber members and government representatives as needed.

- **Event Management:**
 - Plan, coordinate, and execute a variety of events, including but not limited to, business expos, community forums, annual meetings, and networking receptions.
 - Manage all aspects of event logistics, including venue selection, vendor coordination, budget management, and promotion.
 - Work with the Marketing & Communications Director to ensure effective communication and promotion of events to maximize attendance and engagement.
 - Evaluate event success and gather feedback to continuously improve future events.

- **Strategic Partnerships:**
 - Identify and cultivate strategic partnerships with key community organizations, educational institutions, and other stakeholders that align with the Chamber’s mission.
 - Collaborate with local businesses and organizations to create initiatives that promote economic development and community well-being.
 - Manage and strengthen existing partnerships to maximize their impact on the community and the Chamber’s goals.

- **Business Relations:**
 - Serve as the primary liaison between the Chamber and the local business community, ensuring their needs and concerns are heard and addressed.
 - Facilitate connections between businesses to foster collaboration, innovation, and growth within the community.
 - Oversee the planning and execution of networking events, workshops, and forums that bring value to Chamber members.

- **Communications & Media Relations:**
 - Work with the Marketing & Communications Director to help develop and execute a communications strategy that effectively conveys the Chamber and Believe Greater Dalton initiatives and the benefits of membership to the community and investors.

Qualifications:

- **Education:** Bachelor’s degree in Communications, Business Administration, Event Management, Community Development, or a related field is required.
- **Experience:** A minimum of 5-7 years of experience in community engagement, business relations, event management, or a related field. Experience in government relations is a plus but not required.
- **Skills and Competencies:**
 - **Exceptional Interpersonal and Relationship-Building Skills:** Proven ability to foster strong connections with diverse stakeholders, cultivating long-term, mutually beneficial relationships.
 - **Advanced Communication Abilities:** Expertise in written and verbal communication, capable of crafting clear, compelling messages for varied audiences, including business leaders, community members, and public officials.
 - **Collaborative Leadership:** Demonstrated success in working across sectors, effectively engaging and uniting diverse stakeholders in pursuit of common goals.

- Event Planning and Project Management Expertise: Strong organizational skills with a track record of successfully planning, coordinating, and executing high-impact events, from inception through post-event evaluation.
 - Strategic Vision and Problem-Solving Skills: Ability to think critically and strategically, developing innovative solutions to complex challenges while aligning with the organization’s long-term objectives.
 - Adaptability in Team and Independent Settings: Highly flexible and capable of working autonomously or as a collaborative team member in fast-paced, dynamic environments.
 - Data Management Proficiency: Strong experience managing databases, ensuring data accuracy, and utilizing data to drive insights and support organizational goals.
 - Presentation Design and Delivery Expertise: Advanced skills in PowerPoint design and public speaking, with a demonstrated ability to create impactful presentations that engage and inform diverse audiences.
 - Web Content Management: Experience updating and maintaining websites, including content creation and editing for Chamber and Believe Greater Dalton websites, ensuring online presence aligns with organizational branding and objectives.
- **Other Requirements:**
 - Bilingual abilities are a plus
 - Ability to attend community events, sometimes outside of regular business hours.
 - Some travel may be required within the region.

Benefits:

- Competitive salary
- Health, dental, and vision insurance
- Retirement plan with company match
- Paid time off and holidays
- Professional development opportunities

Application Process:

Interested candidates should submit a resume, cover letter, and references to mock@daltonchamber.org by September 20, 2024.