Director of Programs

Rome, Ga / Full-Time

Introduction: The Rome Floyd Chamber is a non-profit membership organization established in 1910 working to promote prosperity in Rome and Floyd County for and through its business membership.

*Sneak Peek into The Rome Floyd Chamber: Here at the Rome Floyd Chamber, we empower our employees to take the wheel for their professional journey through a fun-working environment and provide great opportunities for continued professional development. Not only are we an organization that is rooted in hard work and dedication to the members we serve, but we also find the time to celebrate our team’s achievements, no matter the size. Through events such as Staff Appreciation Lunches, Business After Hours Receptions, Staff Retreat, & more, the Rome Floyd Chamber is dedicated to recognizing the work committed on all levels.*

Statement of Position:

The Director of Programs will be responsible for the planning and implementation of all diversity and inclusion programs, minority business programs and leadership programs.

What You’ll Do:

Diversity & Inclusion Program:

* Coordinate and plan for D&I programs and events
* Create and Maintain Minority-owned business directory
* Plan and implement Minority Business events as well as maintain working relationships with key parties
* Assist minority businesses with resources and guidance while maintaining relationships with all members
* Administer minority business grants

Leadership Rome programs (this includes Leadership Rome, Emerge (high school students), Leadership Rome Alumni Association and the future Leadership 2.0 program:

* Organize and plan leadership programs from nominations to selection process through graduation.
* Prepare materials for LR participants, coordinators and maintain relationships with sponsors.
* Work with the coordinator team to determine session topics and members to visit. Foster a team atmosphere with the coordinators.
* Maintain tuition payments and attendance records to ensure requirements are met by each participant.
* Start the new Leadership 2.0 program
* Maintain relationships with all LR participants

Leadership Rome Alumni (LRA) program:

* Maintain membership records for Leadership Rome Alumni.
* E-mail LRA invoices for dues and track active (dues paid) alumni.
* Prepare events for Alumni and maintain relationships with all that are located in Floyd County.
* Promote and market the alumni program
* Foster ongoing relationships with alumni

What You’ll Need:

• Bachelor's Degree or relevant experience required

• Must be able to exercise independent judgment and make decisions necessary to achieve success in assigned areas.

• Must have Organizational and extensive event planning skills.

• Must be self-motivated, high energy, and organized with strong attention to detail.

• Have excellent communications skills, including Strong research, editing, proofing, and writing skills.

• Be Proficient in verbal and public presentations, research, and project management. Assertive public speaking skills are a must.

• Be Proficient in Microsoft Office applications including Microsoft Word, Microsoft Outlook, Microsoft Excel, and Microsoft PowerPoint.

• Ability to work a flexible schedule including weekends and/or evenings as required by events.

• Ability to professionally advocate on behalf of the Chamber and stated objectives.

• Ability to complete projects with limited supervision and direction.

• Ability to function as a member of a high-performance/fast-paced team.

• Ability to develop and maintain good working relationships with staff, volunteers, Chamber members, and the public.

• Have Extensive Computer, Audio/Visual, and Social Networking experience.

**Great Benefits Include:**

* Salaried Position (pay is dependent upon experience/skills)
* Paid Time Off and sick pay offered
* Holiday Time Off
* Health Insurance
* Life Insurance
* Retirement Plan (available 1 year after employment)
* Other Voluntary Insurances
* 8:30am Start Time
* Some lunchtime meals are provided
* Continuing education/conferences always encouraged and paid for
* Access to education and training that we provide here for members
* Active participation in decision-making processes

**How To Apply:**

Please send your resume and cover letter to **Pam Powers-Smith –** [**psmith@romega.com**](mailto:psmith@romega.com)

*The subject line of the email should read: Director of Programs – ‘insert your name here’*

*Applicants who are not selected for interviews will not receive notification. Applicants selected for hire will be subject to a drug test.*

**No phone calls.**

**Resumes are due by February 11th. They must be received by 12pm noon.**

**Equal Opportunity Employer:**

The Rome Floyd Chamber is committed to the principles of Equal Employment Opportunity. The employment practices and decisions of the organization will not be influenced or affected by an applicant or Associate's race, color, sex, religion, creed, national origin, ancestry, age, disability, handicap, sexual orientation, marital status, AIDS/HIV/AIDS-related complex status, protected genetic information, sickle-cell trait, veteran status, or any other protected class.