**Events Manager**

Chamber Overview: The Arlington Chamber of Commerce is a member-driven, nonprofit, business advocacy organization located in Arlington, Virginia. We promote and facilitate the success of our membership of over 750 businesses. **The mission of the Arlington Chamber of Commerce** is to strengthen businesses and the economic environment for those who work, live and do business in Arlington. **The vision of the Arlington Chamber of Commerce**is to be the essential partner for business success.

We have a small office with 6 full time staff members, and a professional, but friendly atmosphere. Work is often hectic, never dull. Each member of staff is essential to attaining our mission. Additional information is available on our website: [www.arlingtonchamber.org](http://www.arlingtonchamber.org).

Position Overview: The Events Manager is responsible for the planning and execution of all Chamber events and programs. The successful candidate will have the ability to manage multiple events at a time; will develop and implement plans to meet event goals with respect to budget, attendance and overall impact; will be a resource to the membership as well as the staff; and will be a very important part of the team, assisting the organization to meet its overall goals.

Key Responsibilities Include:

* Plan and execute all aspects of Chamber events, including monthly networking events and meetings, educational programs, and large scale events such as the Annual Gala and Silent Auction and various awards ceremonies drawing crowds of 150 – 350 high profile attendees.
  + Responsible for event preparation including budgeting, site selection, contract negotiation and execution, A/V coordination, overseeing award selection committees, agenda and script creation as well as event execution.
* Edit all newsletters, event invitations, event signs, event programs and press releases.
* Supervise Part-Time Events Associate

What we are looking for:

Our next staff member will have excellent communications skills as well as a keen attention to detail and a professional demeanor. He/she will be a self-starter who will be able to simultaneously execute and complete multiple projects with competing deadlines. Bachelor’s Degree and proficiency in Microsoft Office required. Previous experience planning and executing large scale, revenue generating events is highly preferred. This candidate must be a team player; flourish in a fast-paced and often challenging but enjoyable environment.

Benefits include

• PTO

• Medical and dental insurance with employer paid premiums

• Free parking

• 401(k) plan with employer contribution

Please submit resume with cover letter with salary history and/or salary expectations via e-mail to president@arlingtonchamber.org. Due to volume, all responses may not be acknowledged. No phone calls, please.