



NEW BRAUNFELS CHAMBER
ESTABLISHED 1919

Director Leadership & Small Business Programs

Greater New Braunfels Chamber of Commerce, Inc.

Summary

You are responsible for developing and managing the Chamber's leadership and small business programs. You will provide value and support to chamber members and small businesses through the leadership and development of events, committees and programs that support the Chamber's strategic directions. These programs include but are not limited to Leadership New Braunfels, Youth Leadership New Braunfels, Leadership New Braunfels Alumni Association, Small Business Week and the Business Trade Show.

About the Chamber

We are a membership organization that represents more than 1,600 local businesses. We partner with the public sector to administer tourism marketing and job growth for the community. We work to strengthen the local economy, advocate for our members and the community, advance community excellence, and deliver value to our members.

Roles and responsibilities

Core roles and responsibilities

- Proactively execute and optimize the Chamber's leadership and small business programs as a self-directed leader within the team
- Manage highly functional working relationships with colleagues, chamber leadership, local businesses and other partners
- Develop and manage multiple budgets for a variety of Chamber programs and initiatives
- Champion the fundraising efforts in support of program responsibilities
- Effectively develop and collaborate with teams of volunteers to support the Chamber's programs and initiatives

Additional roles and responsibilities

- Provide advice and counsel to Chamber members regarding small business activities
- Support the marketing and communications plans for all Chamber initiatives
- Act as an advocate for New Braunfels and the Chamber, its members, and its programs, initiatives and events



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Qualifications and skills

Knowledge, skills and attributes

- Proactive, strategic, adaptable and self-starting
- Collaborative: skilled at developing and maintaining effective working relationships with colleagues, managers, volunteers and partners
- An adept problem solver who is skilled at new ideas and operational optimization equally
- Excellent written and verbal communication skills
- Skill in organizing workflow and managing multiple projects

Education, experience and certifications

- Bachelor's degree in business or related field
- Minimum three years program and project management experience
- Previous experience with sponsorships or fundraising preferred
- Any combination of education and experience may be considered as a substitute for a degree or years of experience
- A valid driver's license

Additional information

- Reports to: Vice President, Advocacy & Outreach
- Location: New Braunfels, TX
- Time: Working hours are typically M-F however some nights and weekends are required
- Work is performed in an office setting, off site, and at special events

Applicants should send a cover letter and resume to:

Alyssa Coker
Vice President, Advocacy & Outreach
Alyssa@InNewBraunfels.com