

Job Title: Director of Programs & Development

Reports To: Chief of Staff

Summary:

Responsible for the development of business education programs and opportunities for Chamber members, and, organizing special events to promote the goals and objectives of the Chamber.

General Duties and Responsibilities include:

- Develop, organize and facilitate – Quarterly Chamber Programs
- Develop, organize and facilitate – Quarterly Business Owners “Round Robin” Meetings
- Organize and coordinate Chamber special events – SCC Business Madi Gras, Annual Awards Gala
- Assist other Staff Directors with program and development needs for Chamber “special events”, meetings, etc.
- Develop Budget for Programs and Development activities
- Other duties as required.

Qualifications:

1. Education: Bachelors Degree (BA/BS), 2 years of work experience in event Planning, project management, or MBA, 3 years work experience.
2. License: Valid South Carolina driver’s license.
3. Computer Skills: Working knowledge of Windows Vista, Open Office6 Outlook, etc.
4. Language Skills: Ability to comprehend instructions; read and write reports-correspondence; ability to present information to top management, and ability to respond to general public inquiries. Must have excellent communication skills (written, oral, verbal); ability to manage people and problem solve; ability to manage people and problem solve, obvious professional demeanor.

Work Schedule: Flexible

SCC Meetings Attendance: Mandatory unless notified 1 month in advance (or emergency)