



**Job Title:** Membership and Program Director

**Reports to:** President/CEO of the Sikeston Regional Chamber

**Status & Salary:** Full Time; Salary based on experience – Range \$38,000-\$48,000

**Our Organization:**

The Sikeston Regional Chamber and Area Economic Development, Corp. consists of the Sikeston Regional Chamber of Commerce (SRC) and is contracted by the City of Sikeston to provide economic development through the Sikeston Area Economic Development Corporation (SAEDC), and tourism through the Convention and Visitor’s Bureau (CVB). Each branch is governed by their own Board of Directors.

**Our Mission:**

The mission of the Sikeston Regional Chamber (SRC) is to be the driving force that fosters economic growth, member development and regional community engagement.

**The Position**

The Membership and Program Director is the primary lead in growing and retaining membership and providing high-quality programming for that membership. This position is responsible for recruiting new chamber members and increasing member retention. They will lead chamber programs such as Sikeston Young Professionals and Leadership Sikeston along with the development of new programs as needed.

This position will be responsible for chamber communications, marketing materials and the promotion of chamber members. They will lead and support all SRC events and programs.

**Primary Responsibilities**

Below is a list of responsibilities, duties and skills.

- Develops strong relationships with existing chamber members
- Recruits new members by meeting with businesses new to the area, revisiting dropped members and strategically identifying local non-members to actively recruit
- Oversees SRC Corporate Sponsors – recruitment, retention, and promotion
- Works with President/CEO to create and develop recruitment/retention efforts including, but not limited to, introductory letters, member recruitment packet and new member on-boarding
- Inputs and updates member information into database
- Plans, executes, and evaluates the following:
  - SRC Membership Luncheons
  - e-newsletter
  - Social Media Promotion
  - Ribbon Cuttings and Ground Breakings
  - Annual Awards Banquet
  - SRC Annual Golf Tournament
  - Stampede Week
- Works closely with President/CEO to strengthen existing chamber programming
- Evaluates programs and recommends areas of improvement

- Plans, promotes and implements the following:
  - Sikeston Young Professionals
  - Chamber Ambassadors
  - Leadership Sikeston
  - Lunch – and – Learns
- Plans and conducts regular board meetings
- Regularly updates sikeston.net
- Leads renewal and dues collection efforts
- Other duties as needed

### **Education & Experience**

Bachelor’s degree in business administration, communications, marketing, non-profit, or a similar field is preferred.

Three (3) years of community involvement, proven project management or customer service is preferred

### **Desired Traits/Abilities**

- Enthusiasm and a positive attitude
- Prioritizes teamwork
- Comfortable with all types of communication: in-person, on the phone, email, or text
- Experience with Microsoft Office, Facebook and LinkedIn
- Strong time management and organizational skills
- Passion for talking to people and relationship building

### **Ideal Candidate**

Our ideal candidate is a self-motivated team player who is passionate about the business community in the Sikeston Region.

He or she should be a leader who will thrive in an environment of teamwork with open, two-way communication that is positive, reinforcing and supportive. The candidate should be productive, diligent, conscientious, timely, and loyal. Additionally, he or she should apply high ethical standards, such as honesty, responsibility, and trustworthiness at all times.

He or she must be comfortable operating in political environments while remaining apolitical. Our ideal candidate must demonstrate a sense of integrity, accountability, responsibility, and commitment to the public trust through statements and actions.

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To apply, submit a resume, cover letter, and 3 professional references to the address or email below.

They must be submitted in via email, mail, or in person by **noon June 10, 2022**. Submit to:

Sikeston Regional Chamber  
 128 N. New Madrid Street  
 Sikeston, MO 63801  
[chamber@sikeston.net](mailto:chamber@sikeston.net)

The Sikeston Regional Chamber provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.