

Communications & Events Manager

Status: Full-Time

Reports To: President & CEO

Works Closely With: Membership Director

Position Overview

The Murray-Calloway County Chamber of Commerce is seeking a highly professional, detail-oriented, and creative **Communications & Events Manager** to support and advance the Chamber's mission, programs, and revenue initiatives. This position plays a key role in shaping how the Chamber communicates, engages members, and delivers high-quality events and campaigns.

The ideal candidate brings strong business etiquette, excellent communication and design skills, and the ability to manage multiple projects with precision. This role works closely with the Membership Director to develop and execute membership recruitment and retention campaigns and is responsible for the coordination and execution of the Chamber's Total Resource Campaign.

Key Responsibilities

Communications & Marketing

- Develop and manage Chamber communications across digital, print, and social media platforms
- Create engaging content, graphics, and campaigns that promote Chamber programs, events, members, and initiatives
- Maintain brand consistency across all communications and publications
- Assist with website updates, email marketing, newsletters, and promotional materials

Events Planning & Management

- Plan, coordinate, and execute Chamber events including meetings, networking events, luncheons, programs, and special initiatives
- Manage event logistics including venues, vendors, sponsors, registrations, timelines, setup, and on-site coordination
- Support sponsor visibility, recognition, and fulfillment before, during, and after events

Member Engagement, Recruitment & Retention

- Work collaboratively with the Membership Director to develop and implement member recruitment and retention strategies
- Assist with onboarding new members and strengthening relationships with existing members
- Support membership campaigns, outreach efforts, and engagement initiatives

Total Resource Campaign & Sales Support

- Coordinate planning, communications, tracking, and execution of the Chamber's Total Resource Campaign
- Assist with sponsorship development, fulfillment, and reporting
- Support sales efforts by creating campaign materials, proposals, and recognition tools

Operations, Database & Administrative Support

- Manage and maintain accurate membership, sponsorship, and event data within the Chamber database
- Assist with invoicing, tracking, and reporting related to membership, sponsorships, and events
- Ensure attention to detail, accuracy, and follow-through across all projects

Qualifications

- Bachelor's degree in communications, marketing, business, or a related field preferred, or equivalent experience
- Strong written and verbal communication skills with a high level of professionalism

- Experience with social media management, email marketing, and basic graphic design
- Demonstrated event planning and project management experience
- Strong organizational skills and attention to detail
- Experience with databases, CRMs, or membership management systems
- Ability to manage multiple priorities and deadlines in a fast-paced, community-focused environment
- Collaborative mindset and comfort working as part of a small, high-performing team

Benefits

- Flexible work schedule
- Holidays
- Paid Time Off (PTO)
- Professional development opportunities

Why This Role Matters

The Murray-Calloway County Chamber of Commerce is a highly functioning, nationally recognized organization, and this position is essential to our continued success. As a small but impactful team, each role carries meaningful responsibility and influence. The Communications & Events Manager plays a vital part in delivering exceptional member experiences, maintaining a strong and consistent brand, and supporting the Chamber's growth and sustainability.

This role requires a positive, collaborative professional who takes pride in their work, fits our culture, and understands the importance of representing the Chamber with excellence. The right candidate will be trusted, valued, and empowered to make a visible impact in a mission-driven organization.

Salary Range

\$40,000 with opportunity for incentive bonuses, performance growth, and tenure.