



## GREATER MEMPHIS CHAMBER

**Job Title:** Project Manager, Chairman's Circle  
**Department:** Executive  
**Reports to:** Senior Vice President, Chairman's Circle  
**FLSA Status:** Exempt

### PURPOSE:

Working in tandem with the SVP to organize and execute Chairman's Circle outreach, you will ensure the Chamber creates multiple pathways for investor engagement and is highly responsive to investors' needs. As Project Manager for the Chairman's Circle, you will collaborate with the Chamber team and local business executives to ensure the success of the Workforce Task Force, Business Climate Task Force, Market Competitiveness Task Force and other economic development initiatives.

The Chairman's Circle of the Greater Memphis Chamber is a group of visionary, civic-minded business leaders committed to a growth agenda that creates a more inclusive economic prosperity and improves the quality of life in the Greater Memphis region.

### ESSENTIAL FUNCTIONS:

- Collaborates with Chairman's Circle investors, Chamber team, community organizations, and other key stakeholders to plan action, set agendas, coordinate logistics, spark outreach, communicate next steps and track progress, guaranteeing goals of Chairman's Circle task forces are achieved.
  - May represent the Chamber in meetings with Chairman's Circle investors.
- Maintains a business relationship with Chairman's Circle investors. Communicates regularly with Chairman Circle investors (individually and as a group) about progress, upcoming events, relevant news or information that could impact their business. Supports Chairman's Circle leadership by editing, writing, and distributing correspondence, presentations and invitations.
- Deploys Chamber executives and Chairman's Circle investors to cultivate prospects by sharing research and driving outreach. Leads on-boarding process for new members.
- Identifies relevant touch points to enrich Chairman's Circle relationships. Ensures we maximize ROI for each Chairman's Circle investor and prospect by overdelivering on everything from pre-meeting preparation through post-meeting follow through.
- Works with Chamber CFO to maintain financial information and ensure prompt payment.
- Manages Chairman's Circle Co-Chairs.

### REQUIREMENTS:

- Five years of demonstrated excellence in related work experience.

### KNOWLEDGE, SKILLS, AND ABILITIES:

- Must possess a very high level of organizational, time management and critical thinking skills
- Demonstrated ability to manage multiple priorities and take action while meeting tight deadlines
- Ability to engage others including teammates, business leaders and community leaders
- Technical savvy in MS Teams and other business platforms
- Superior attention to detail and problem-solving skills
- Exceptional written and verbal communication skills
- Experience creating engaging online meetings is a plus

Please include a cover letter and resume with your application and submit to [tferris@memphishchamber.com](mailto:tferris@memphishchamber.com). We are reviewing applications as they come in and talking to good candidates on a rolling basis. Applicants should also respond to the Culture Index Survey [here](#) by **September 30, 2020**.