



TAMPA BAY CHAMBER

Title: Director, Leadership Programs

FLSA Status: Exempt

Reports to: Senior Director, Leadership Programs

Location: Tampa, FL

Objective

Under the leadership of the Senior Director, Leadership Programs, the Director, Leadership Programs oversees all activities associated with the Emerging Leaders Program and collaborates with the Senior Director, Leadership Programs on the strategic direction and implementation of all Leadership Programs.

Responsibilities

Emerging Leaders

- Staffs and coordinates all Emerging Leaders programs and committees and works in coordination with Emerging Leaders and Tampa Bay Chamber on event planning, logistics, speakers and sponsors
- Coordinates with Emerging Leaders Volunteer Leadership and Tampa Bay Chamber Staff Leadership on volunteer succession planning
- Coordinates all official program communications (e-mails, newsletters, website and social media) with the Tampa Bay Chamber Communications Department and Emerging Leaders Volunteer Leadership
- Applies Tampa Bay Chamber Strategic Goals and Legislative Agenda when possible in program planning
- Responsible for annual membership goals related to recruitment and retention as set forth by the annual budget and the organizational strategy map
- In partnership with the Senior Director, Leadership Programs, creates and oversees the annual budget for Emerging Leaders
- Coordinates and implements with the Tampa Bay Chamber Finance and Administration Department the process for new members and the annual membership renewal process
- Assesses event objectives, budget and determines most cost-effective means to deliver results

Leadership Programs: Leadership Tampa, Leadership Tampa Alumni, InSight Tampa and Collegiate Leadership Tampa Bay

- Collaborates with the Senior Director, Leadership Programs on the strategic direction and implementation of all Leadership Programs as determined by the Tampa Bay Chamber COO and Senior Director, Leadership Programs

General Responsibilities

- Documents all work processes and procedures thoroughly and accurately
- Adheres to all Leadership Program and Tampa Bay Chamber policies and procedures
- Assist with Chamber events as needed
- Other tasks as assigned

Specifications

- Bachelor's Degree required
- 5-7 years of leadership training, event planning or related experience required
- Ability to oversee events and committee meetings before and after business hours
- Experience managing volunteers
- Excellent verbal, written and negotiation skills
- Excellent customer service skills
- Strong sense of urgency
- Able to perform job functions and tasks with a minimum of daily supervision
- Able to multi-task
- Experience and proficiency with Microsoft Office software and all modes of social media
- Able to learn and effectively and efficiently use Chamber management and database software
- Must always behave in a professional manner

Relationships/Accountabilities

- Accountable to Senior Director, Leadership Programs and all volunteers for all Leadership Program's program excellence, participation and profitability
- Accountable to Emerging Leaders members to provide leadership, responsiveness and insight on program
- Responsible for meeting expectations of speakers, sponsors and venue
- Works cooperatively and positively with all Chamber staff members and volunteers to promote an environment of excellence, teamwork, dignity and respect.
- Exhibits a total commitment to maintaining high quality service standards of the Tampa Bay Chamber; demonstrates service excellence skills in dealing proactively with members, visitors, colleagues, and all Chamber contacts.

This document in no way states or implies that these are the only duties to be performed by the employee occupying this position. All applicants are subject to pre-employment drug and background screenings.