



Programs & Events Manger

Who We Are:

The Fredericksburg Regional Chamber is the diverse business hub for the fastest growing region in the Commonwealth of Virginia. The FXBG Chamber is a 501c6 with a 501c3 entity, Workforce NOW.

Mission: We build relationships and create competitive advantages for a healthy business environment. We do this through leadership, access, advocacy, and connections.

Vision: Our vision is to be the leading convener for the business community, assuring that the Fredericksburg region is a major economic center in the Commonwealth of Virginia.

The Opportunity

The Fredericksburg Regional Chamber of Commerce is seeking a highly motivated Programs & Events Manager to coordinate, manage, and execute programming in collaboration with the executive team and to plan and implement signature events. You will be part of the Events & Marketing team. The responsibilities of the position are divided into 3 categories: program management, administration, and events coordination.

Responsibilities:

Program Management:

- Organize programs and activities in accordance with the mission, vision and goals of the Chamber.
- Oversee and maintain program budgets.
- Research funding opportunities for programs (particularly Workforce NOW, 501c3)
- Help plan purposeful events that align with the programming.
- Strategize with colleagues, volunteers, and stakeholders to create and implement core objectives.
- Develop an evaluation method to assess program strengths and identify areas of improvement.
- Evaluate, create, and implement effective systems and processes to strengthen the programs.
- Examples of Chamber programs are Workforce NOW, Leadshare, and CNEW

Admin:

- Provide administrative support, including scheduling meetings, and managing calendars.
- Maintain and organize files and records, both physical and digital, ensuring they are accurate, up-to-date, and easily accessible.
- Perform administrative duties such as data entry, filing, and answering phones.

Events Coordination:

- Coordinate all signature events, including venue selection, vendor management, catering, audio-visual requirements, and event logistics.
- Manage event budgets and provide cost analysis post event.
- Develop and maintain relationships with vendors and partners to ensure the success of events.
- Develop event agendas and oversee event timelines.
- Oversee event registration and attendee management.
- Provide on-site event management and support, including setup, execution, and teardown.
- Conduct post-event evaluations and provide recommendations for future improvements.
- Examples of signature events are the Annual Awards & Gala, First Responders Awards & Appreciation Breakfast and Legislative Review

Qualifications:

- 4+ Years of experience preferred in events and/or program management.
- College degree preferred.
- The ability to be self-directed, but also work collaboratively with other staff members.
- Excellent written and oral communications skills
- Strong “People” skills
- Able to quickly grasp new concepts and ideas.
- Strong organizational and time-management skills with the ability to multitask.
- Understanding and support of the business community – to include advocacy and business trends.
- Proficiency in Microsoft Office Suite, including Word, Excel, and PowerPoint
- Ability to navigate and manage data in a CRM/database (ChamberMaster)
- Capacity to manage multiple deadlines in an organized, consistent manner.

Compensation:

Compensation for this position is determined by various factors, including but not limited to the candidate’s particular combination of knowledge, skills, competencies, and experience. The salary will be based on non-profit market trends for program and event managers in our region.

How to Apply

Submit your resume, a cover letter and at least 2 references to:

Carley Walker
Vice President of Programs & Events
Workforce NOW Director
cwalker@fxbgchamber.org

Deadline to Apply: Friday, October 6th, 2023