



EXECs Advocacy Program Manager

Sept 27, 2018

Reports to: Senior Vice President, Business Partnerships
Part-time Position (approx. 20 hours per week, at least 4 days in office)

Objectives

Organize, enhance, promote and implement the Colorado Chamber's [EXECs Advocacy Program](#).

The selected candidate will be a high-energy, self-starting person with an unflappable and magnetic personality – a master at building relationships with rising leaders and executives. The successful candidate will have a demonstrated interest in public policy and share our pro-business philosophy. This job involves originality that inspires, educates, and attracts the next generation of Colorado business leaders.

Responsibilities:

The program manager will develop and implement a curriculum designed to give EXECs members a strong foundation in Colorado business policy and advocacy and a high-level perspective on critical issues that impact the different regions of Colorado and the industries that support them. Through these engaging opportunities, the program manager will help foster relationships and create added membership value at the Colorado Chamber.

1. EXECs Advocacy Program Management – develop and run a unique program that participants find a great value and LOVE!
 - a. Develop curriculum/calendar including course materials, create programs; schedule venues and industry tours; organize event logistics (food, drinks, travel, etc.); connect with all participants and create an energetic, fun and worthwhile experience for all
 - b. Manage application and selection process
 - c. Perform administrative duties including invoicing, payment collection
 - d. Communicate regularly and effectively with participants, sponsors and nominators
 - e. Promote and market program through Chamber communications channels including social media, the *Capitol Report* newsletter; website; and networking
 - f. Manage budget in collaboration with SVP Business Partnerships

2. Evangelism – study and understand, communicate and promote the advocacy work done by the organization on behalf of Colorado business.
3. Embrace a collaborative, team environment focused on winning for the organization.
4. Networking Events – Organize events for all members and guests. Manage logistics, marketing and promotional materials, and act as the point person or “host.”
5. Other duties as assigned.

Job Skills and Qualifications

- Associate degree or greater
- At least 3 years of related work experience, 5 preferred
- Professional, energetic, friendly, and outgoing personality; enjoys bringing people together
- High proficiency with software tools including Microsoft Outlook, Word, PowerPoint, basic use of Excel; use of a database system; independently capable with basic PC usage, file management, and cloud storage skills; can solve basic PC challenges independently
- Effective communicator with impeccable written and oral communications skills
- Experience being in charge of events or similar sorts of programs
- Experience that demonstrates candidate is well-organized and detail focused
- Experience that demonstrates ability to effectively work with executives
- Flexible and able to work in high stress environments
- Fast-learner, strategic thinker, and problem solver
- Able to work independently and in a team
- Interest in Colorado business and policy; able to promote bipartisanship and support the Colorado Chamber’s mission of a healthy pro-business environment
- Job requires travel for meetings, lifting, occasional early and late hours, very occasional overnight travel.

Compensation

Competitive; based on experience. Great work environment, parking/transportation allowance.

Apply via Email to:

Amber Conn, Membership Department Coordinator, AConn@COchamber.com.