



CARBON CHAMBER & ECONOMIC DEVELOPMENT

JOB DESCRIPTION: CCEDC Membership & Events Manager

General Description: This position reports to the SVP of the CCEDC and plays a key role in advancing the mission of the Carbon Chamber & Economic Development Corporation (CCEDC) by driving membership growth, enhancing member engagement, and delivering high-quality events that connect, educate, and support the business community.

Essential duties and responsibilities:

- Member Relations
 - Lead membership sales efforts, including prospecting, outreach, and closing new member accounts
 - Develop and execute strategies to increase membership growth, retention, and overall engagement
 - Serve as the primary point of contact for members, ensuring a high-touch, relationship-focused experience
 - Conduct onboarding for new members, including benefit education and initial goal-setting
 - Proactively connect members to relevant programs, events, marketing opportunities, and resources
 - Track and analyze membership data, trends, and engagement metrics to inform strategy
 - Manage membership renewals and retention efforts, including outreach to at-risk members
 - Support the development and promotion of member benefit utilization (marketing tools, events, sponsorships, etc.)
- Event Planning & Execution
 - Plan, coordinate, and execute all CCEDC events, including:
 - Signature events (e.g., golf tournament, festivals, legislative programs)
 - Networking events (happy hours, mixers)
 - Educational programming (Lunch & Learns, workshops, Economic Development Series)
 - Oversee all event logistics, including venue coordination, vendor management, timelines, and run-of-show
 - Support sponsorship development, sales and fulfillment in coordination with leadership
 - Develop event budgets and ensure financial performance aligns with organizational goals
 - Collaborate with internal staff on marketing, sponsorship fulfillment, and event promotion
 - Serve as the on-site lead for all events, ensuring a high-quality and professional experience
 - Evaluate event success through attendance, feedback, and ROI metrics; recommend improvements
- Collaboration & Organizational Support
 - Work closely with the CCEDC team to align membership and event strategies with organizational goals
 - Assist with communications and marketing efforts related to membership and events
 - Represent CCEDC at community functions, partner events, and regional initiatives
- Perform other job-related duties as required

Minimum qualifications & skills:

- Associate or bachelor's Degree
- Computer Proficiency (Microsoft Programs, Canva, Chamber Master) and operation of other office equipment
- Requires excellent organizational skills and adaptability to work in a daily changing environment.
- Strong communication and interpersonal skills
- Must be able to function independently, as well as work collaboratively with coworkers and volunteers

- Must possess ability to record, convey and present information, explain procedures and follow instructions.
- Public Speaking Skills
- 3–5 years of experience in sales, membership development, event planning, or a related field
- Experience with CRM systems, event management platforms, and Microsoft Office/Google Workspace
- Passion for community engagement and economic development is a plus
- Personal Transportation (reliable transportation to/from work; this is an in-office position)
- English Language proficiency

Physical/work environment: Employee will be required to bend, stand, and sit frequently; and be able to visually review correspondence. Lifting required is typically less than 25 lbs.

Compensation & Benefits:

- Salary commensurate with experience, with opportunities for bonuses and commission on Membership and Sponsorship Sales
- Benefits package (health, retirement, PTO, etc.)
- Opportunities for professional development and regional engagement

