

Chamber Membership Manager

Heber Valley Chamber of Commerce

Salary Range: Starting at \$75,000

Department: Heber Valley Chamber of Commerce

Reports To: Chamber of Commerce Executive Board

Contract: 1099 non-benefited

Established: 6/26

Role Profile

The Chamber Membership Manager plans and executes the full calendar of Heber Valley Chamber of Commerce events, from monthly luncheons and after-hours mixers to the annual Golf Tournament, Gala, Expo, and signature community programming. This position manages all event logistics end-to-end and plays a key role in member engagement, sponsorship fulfillment, and the Chamber's public presence—ensuring every event reflects the quality and community spirit of the Heber Valley business community.

Core Responsibilities & Duties

- Plan, coordinate, and execute the Chamber's full annual event calendar, including monthly luncheons, after-hours mixers, ribbon cuttings, Golf Tournament, Expo, Ice Cream Social, Business University, and community goodwill events.
- Manage all event logistics including venue selection, vendor coordination, registration, volunteer coordination, and on-site execution.
- Develop and manage individual event budgets; track expenditures and reconcile event financials with the Chamber Executive Board.
- Develop and implement event sponsorship packages; actively solicit, sell, and manage sponsor relationships to meet annual event revenue targets.
- Coordinate event promotion through Chamber social media, email communications, and the member portal, in coordination with the Chamber Executive Board.
- Manage Chamber social media accounts including Facebook and Instagram; create and schedule content promoting events, member news, and Chamber programming.
- Assist with Chamber membership communications, including newsletters, event announcements, and member updates.
- Represent the Chamber at community events, ribbon cuttings, and networking opportunities.
- Maintain event records including post-event attendance, financial reconciliation, and sponsor fulfillment reports.
- Support the Chamber Executive Board with membership outreach and engagement activities as needed.
- Serve as liaison to the Chamber Executive Board (501(c)6); prepare and present meeting agendas, financial reports, and strategic updates; maintain meeting minutes and governance records.

- Oversee the Chamber's digital presence, including the member portal on hebertvalleychamber.com, social media accounts, and member communications.
- Develop and administer the Chamber's annual operating budget; monitor revenues and expenditures and report financial performance to the Board.
- Perform other duties as required to support the goals of the organization.

Required Skills & Competencies

- Organizational and project management skills
- Demonstrated ability to manage multiple simultaneous events across the full event lifecycle.
- Demonstrated experience in membership sales, sponsorship development, and revenue generation.
- Proficiency in social media management for business promotion.
- Experience with event management or project management software desired.
- Ability to work evenings, weekends, and flexible hours to accommodate events and meetings.
- Innovation and creative problem-solving skills.
- Excellent verbal, written, and interpersonal communication skills.