

Official Job Standards

Job Title: Regional Manager- Tifton Office

Date: January 2017

Report to: VP Strategic Initiatives

**What are the major objectives or outcomes to be accomplished by the person in this job?**

- . Manage first regional office of the Georgia Chamber (GCC)
- . Act as a liaison to local, state and federal officials and other persons or groups to form effective relationships for the GCC
- . Represent GCC at local chamber events and community functions
- . Research, contact, develop and qualify investment potential of prospective members
- . Communicate the mission of the GCC to potential investor
- . Sell existing, new revenue streams, and sponsorship programs to a non-member base
- . Present the value of membership with the Georgia Chamber
- . Attend GCC events to personalize the relationship building and networking, as needed
- . Be knowledgeable and conversant with legislative issues impacting Georgia businesses as directed by the SVP of Public Affairs
- . Be familiar with the organizational, economic and physical geography of the state
- . Be knowledgeable and conversant with all investor benefits
- . Execute the member retention plan as directed by SVP of Investor Engagement
- . Develop the use and productivity of the iMIS database
- . Assist with monthly invoicing and billing operations
- . Manage and coordinate office activities, events, meetings, mail operations and the administrative files and personnel records
- . Schedule meeting rooms for outside group functions
- . Work a flexible schedule including long hours, nights, and some weekends
- . Handle all incoming and outgoing mail, including mass publications, letters, packages, flyers
- . Assist with various political endeavors as directed by the SVP of Public Affairs
- . Performs other duties as assigned

**What are the most frequent and most essential work activities in this job?**

- . Assist with coordination of meetings and special events for GCC
- . Assist with facilitation of building maintenance and oversight
- . Constant and consistent prospecting for new members
- . Organize and follow up on leads from investors
- . Daily use of the Customer Relationship Management solution (CRM), verify all data and conversation are entered accurately

**What people and how many are managed by the person in this job?**

TBD

**What are the primary people contacts in this job?**

- . GCC Staff
- . Prospective members
- . Outside vendors to maintain and service equipment as required.
- . Chamber members and investors
- . Members of the general public

**What behavioral traits, attitudes and skills are required?**

- . Exceptional professionalism
- . Strong communication skills
- . Self-motivated, takes initiative
- . Organized, detail orientated
- . Works under pressure and handles stress
- . Ability to manage multiple tasks and projects
- . Ability to work independently

**What are the prerequisites for employment? (Education, prior experience, other)**

- . College Degree in Business, or related field
- . 5-7 years' experience in the field
- . Basic knowledge of MS Office Outlook, Word, & Excel
- . Knowledge of office equipment operation and maintenance

**What are the compensations?**

- . Salary based on experience
- . Performance-based format for salary increase and incentive available
- . Work hours are 8:00 AM to 5:00 PM, one-hour lunch (flex hours available)
- . Employer paid on-going continuing education
- . Employer paid 401(k) contributions
- . Employer assisted major health, dental, vision, life, short and long-term disability insurance programs
- . Employer paid time off for vacation and sick leave
- . Employer paid parking or public transportation pass.

Please send all resumes to **[jobs@gachamber.com](mailto:jobs@gachamber.com)**  
with RMT17 as the subject line.

\*no phone calls please