

## **Executive Vice President**

**San Marcos, Texas**

### **Required Education:**

Bachelor's Degree and/or education/work experience equivalent. Graduate of Institute of Organizational Management preferred, but not required.

### **Required Experience:**

2-4 years management experience required. Chamber or other non-profit organization experience preferred.

### **Salary:**

Salary and benefits commensurate on experience and other qualifications. No Relocation Assistance will be provided.

### **Description:**

The Executive Vice President is responsible for staff management, event planning and implementation, liaison to chamber committees and assistance to Chamber President. This is a management position and reports directly to the President.

### **Manage Membership Support Programs:**

Attend all Chamber events.  
Manage/promote membership benefits.  
Host member orientation/benefits reviews.

### **Staff Management:**

Manage HR areas such as insurance, employee notifications, benefits, time sheets. Ensures staff time is productive and workload is evenly distributed. Works closely with Membership Director, Communications Director, Front Desk Manager and Bookkeeper to keep Chamber operations running smoothly.

### **Event Planning/Implementation/Oversight:**

Works with Chamber committees to guide and support events. Plan and execute events – includes volunteer management, establishing and managing timelines, budgets, event promotion, event execution, sponsorships. Must be able to train, motivate and effectively lead volunteer committees in order to create successful events. Attendance at all chamber events is required.

### **Qualifications:**

Bachelors degree or similar experience. Excellent communication, project management, organization and writing skills necessary. Ability to work both independently and as a team member. Work experience with a non-profit organization is desirable.

### **Requirements:**

Must be proficient in Ms Office Suite (Word, Excel, Power Point and Publisher) and computer proficient – will be trained to used other proprietary software programs as needed. Must be able to work chamber events, sometimes occurring on weekends, evenings or early mornings.

### **For More Information:**

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