



Job Description: Membership and Events Manager

ABOUT THE TENNESSEE PRIDE CHAMBER

The Tennessee Pride Chamber of Commerce advances common business interests, economic growth and equality in the workplace and society for its LGBT+ members, businesses and allies by providing educational, networking and community-building opportunities.

POSITION SUMMARY

The Tennessee Pride Chamber full-time Membership and Events Manager works closely with the Executive Director (ED) to support members, coordinate events, and assist in fulfilling our mission to create an inclusive and thriving economy and community for LGBTQ+ owned and allied businesses. Responsibilities include onboarding new members and retaining current members by using and expanding upon current operating systems. The Membership and Events Manager ensures regular communications with Pride Chamber members and supporters through verbal, written, website, and social media channels. The manager will help the ED, board members, and committees organize events related to networking, education, and fundraising.

PRIMARY RESPONSIBILITIES

Duties include, but are not limited to:

- Work under the direction of the ED on implementing the Chamber's business development strategies, events and programming.
- Oversee the planning and execution of the organization's member programming, particularly the monthly networking event series, and organization's annual signature events.
- Support our NGLCC certified businesses and work with NGLCC in facilitating local certification processes.
- Assist the ED with all other Chamber programming and activities (e.g., prepare presentation and workshop materials, staff occasional meetings, assist in survey creation, and offer other support as needed for meetings and events).
- Plan and organize event details such as scheduling, contacting venues, organizing guest lists, creating guest nametags, sending out invitations and arranging materials.
- Prepare board members with talking points and ensure board level speakers are present at every event and program.
- Periodically collect, analyze, and summarize program data and share key learnings with the ED and board members.
- Attend events which may include nights and weekends
- Assist in recruiting potential members for the Chamber and working on membership renewal process.
- Maintain regular, ongoing communication on behalf of the Chamber (e.g. answering and returning phone calls, attending meetings, leading presentations, responding to online inquiries, emailing members, regular check-ins with the ED and the board.)
- All other duties assigned by the ED.



QUALIFICATIONS

- **REQUIRED**

- 1-3 years of related experience with the LGBTQ+ community, project management, membership/client relations, and/or marketing.
- Passion and commitment toward the mission of the Tennessee Pride Chamber
- Demonstrated ability to work independently and/or remotely
- Excellent verbal and written communication skills
- Demonstrated experience reading and working with invoices and financial statements
- Demonstrated ability to work with diverse audiences across intersectional and professional interests
- Strong organizational and administrative abilities
- Professional and friendly in social environments
- Ability to occasionally work nights and weekends
- Experience with program data and assessments

- **PREFERRED**

- Previous experience working in a membership-based nonprofit
- Versatility in template and graphic design, and website content development
- Experience with Microsoft Suite and Sharepoint

COMPENSATION

Salary is commensurate with experience and will range between \$55k - \$60k with eligibility for an annual bonus. Monthly stipend for health insurance and phone. PTO and paid holidays offered.

To apply, send a cover letter and resume to info@tnpridechamber.com.

The TN Pride Chamber of Commerce is an Equal Opportunity Employer. Our commitment is to provide and sustain a diverse work environment that reflects the community we serve. We encourage applications from all qualified individuals and do not discriminate based on race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV status, sexual orientation, gender identity and expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other protected characteristic as established by federal, state, or local law.