

The Dallas Regional Chamber is currently seeking a Program Manager, Technology Business Development, to manage and market programs, secure sponsorships and handle committees for the Chamber's Technology program of work. This member of the management team will work in the Chamber's Technology Business Development area, effectively marketing and coordinating select programs and initiatives, staying up-to-date on key topics including legislation related to the technology industry, and providing support to properly execute the Technology program of work

Duties and responsibilities will include, but not be limited to:

- Managing key programs and projects as assigned by the Managing Director, Technology Business Development, coordinating all aspects of program planning, committees and marketing for designated initiatives.
- Working with the Managing Director to secure sponsorships and attendance at events and committee meetings.
- Responsibility for program budget control, vendor contract negotiation, agenda planning and coordination of production of all collateral materials and publicity for programs.
- Conducting background research for issue forums and related committee projects for business topics related to international and technology programs and activities, and research potential speakers for issue forums and events.
- Managing vendor relations and correspondence, and partner organization correspondence for successful completion of programs.
- Researching and managing advocacy of key public policy issues for the technology industry on both state and federal level, and keeping Managing Director and key stakeholders informed of activities and information.
- Regularly communicating with key stakeholders related to assigned projects and events, including sponsor calls, speaker's briefings, legislative updates and general outreach.
- Representing the Chamber before business groups, government bodies and community organizations including giving speeches and presentations as needed.
- Coordinating marketing and collateral materials for department events and activities and updating all external information and presentations to members and prospective members.
- Ensuring maintenance of databases in the Technology Business Development area, including adding to database as initiatives and events develop.
- Assisting with writing articles and other marketing materials that promote technology programming.

Qualified candidates will possess, at a minimum, a Bachelor's degree in marketing, business, public policy, technology, government or a related field. Successful candidates will have at least 2-3 years of event or program planning experience, with non-profit planning and sponsorship development expertise also preferred. Demonstrated ability to work within a team and detail orientation are required for this position. Excellent interpersonal and teamwork skills, computer literacy, solid planning and organizational skills, and strong oral and written communication abilities will be critical for success.

This position offers an excellent benefits package inclusive of medical and dental coverage, retirement pension plan, paid vacation, sick time, and holidays, in addition to other benefits. To learn more about the Dallas Regional Chamber, visit www.dallaschamber.org. EOE

No agency or third party candidates will be considered for this position. No phone calls please. To apply for this position, please submit a cover letter and resume, including your salary history, in a Word or PDF format to recruit@dallaschamber.org or mail hard copies to:

HR Department
c/o Dallas Regional Chamber
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