

Chamber Manager Job Description

Classification: Subcontractor/20 hours/week

Reports to: Board President

Location: Remote

The Nonprofit Chamber of Palm Beach County is comprised of nonprofit health and human services nonprofit organizations across Palm Beach County. It is a social impact coalition of CEOs that advances leadership and provides a unified voice for the sector. Together we improve our industry and make our community a better place to live, work, play, and learn.

Mission

To strengthen the nonprofit sector by cultivating trusted relationships, advancing executive leadership, and advocating for the collective needs of health and human service organizations across Palm Beach County.

Job Summary

The Chamber Manager is a high-energy, self-motivated leader who drives growth and engagement for our evolving organization. This role serves as the face of the Chamber, responsible for membership development, strategic planning, advocacy, and fundraising. The Chamber Manager is responsible for day-to-day operations of the Chamber while partnering with the Board of Directors to execute the mission and vision of the organization.

Key Responsibilities

1. Strategic Leadership & Board Governance

- **Board Partnership:** Collaborate with the Board President to set agendas, manage monthly meetings, and provide comprehensive reporting on organizational health.
- **Compliance:** Ensure the organization remains in good standing by managing all annual nonprofit filings (SunBiz, IRS, Dept. of Agriculture).
- **Financial Oversight:** Manage basic financial administration, including processing accounts receivable and providing income and expense reports to the Treasurer.

2. Membership Development & Engagement

- **Growth & Retention:** Lead recruitment efforts through strategic outreach and marketing; manage the full membership lifecycle from onboarding to annual invoicing.
- **Communications:** Act as the primary point of contact for members, distributing regular updates, legislative alerts, and industry news via email and newsletters.
- **Member Resources:** Curate and maintain high-value resources, including "preferred provider" lists, grant opportunities, and the digital member directory.

3. Events & Program Management

- **General Meetings:** Oversee all logistics for monthly membership meetings, including speaker recruitment, venue selection, and promotional materials.
- **Signature Events:** Execute the Chamber's Annual Meeting and Annual Summit, managing end-to-end production (budgeting, contract negotiation, AV, registration, and post-event recaps).

- Promotion: Develop marketing collateral, event videos, and "elevator pitches" to enhance the Chamber's brand and event attendance.

4. Advocacy & Community Relations

- Liaison: Facilitate productive relationships between members and local, county, state, and federal officials.
- Education: Keep the membership informed on legislative issues impacting the health and human services sector.
- Digital Presence: Manage the Chamber's website and social media footprint (LinkedIn, Facebook, Instagram, YouTube, etc.) to highlight member success and advocacy wins.

Qualifications

- Experience: Minimum of 5 years in nonprofit management or a related leadership role.
- Local Expertise: Deep knowledge of the Palm Beach County nonprofit landscape is essential.
- Fundraising: A proven track record in resource development, sponsorship sales, and building strategic partnerships.
- Education: Bachelor's degree in a relevant field preferred.
- Technical Proficiency: Advanced skills in Microsoft Office Suite, Constant Contact, website CMS (WordPress or similar), and social media management.

Core Competencies

- Communication: Exceptional verbal and written skills; comfortable with public speaking and high-level networking.
- Autonomy: Ability to work independently with minimal supervision while maintaining transparency with the Board.
- Organization: Expert-level time management with the ability to juggle long-term strategic goals with daily administrative tasks.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (20-25 pounds.)
- Tasks may involve extended periods of time at a keyboard or workstation.
- Noise level is usually quiet to moderate

The Nonprofit Chamber of Palm Beach County does not discriminate on the basis of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, pregnancy, age, disability, marital status, familial status, genetic information, veteran status, or any other characteristic protected by Federal and State law. The Chamber will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 as Amended (ADAAA).

Cultural Sensitivity

This position works with multi-cultural individuals and groups in achieving the Chamber's mission and objectives, and must be sensitive to each individual and groups' cultural and socioeconomic characteristics.

This job description may not be all-inclusive. Job descriptions will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

SEND RESUMES TO:

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