

We are seeking a **Corporate Events & Promotions Executive** to join our team. This individual is responsible advertising, sponsorship, and exhibitor sales for PA Chamber conferences, events, and member publications. This position plans, executes, and assists in the marketing of several Chamber events from inception to execution, and is responsible for soliciting sponsorships for these events. This position presents promotional packages for sponsors, creates and oversees the promotional programs for sponsor solicitation, and ensures that all promotional consideration is delivered. This position is the primary point of responsibility for the event planning and sponsorship sales for the Annual Chamber Dinner and Investor Member receptions. The successful candidate will have a passion for promotion, is detail-oriented, and has excellent communication skills.

PRIMARY RESPONSIBILITIES

- Manages the sales and fulfillment of sponsorships and exhibitors for Chamber conferences and events.
- Works in collaboration with Director of Marketing and Finance to establish sponsorship, exhibitor and advertising pricing and packages.
- Prepares and presents sponsorship proposals to prospective sponsors and exhibitors.
- Works with Marketing and eMarketing Executives to prepare printed and electronic promotions for sponsorship, exhibitor and advertising opportunities.
- Ensures sponsorship, exhibitor and advertising sections of the website are kept up-to-date.
- Manages the Chamber's advertising sales program, including the establishment of rates, sales promotion and proposal/contract preparation; and the management of programs with outside sales representatives.
- Makes exhibitor space assignments and ensures exhibitor needs and requests are fulfilled.
- Plans and executes Chamber events, including but not limited to the Annual Chamber Dinner and Investor Member events, from inception to execution including: planning program elements; choosing location, date(s), and time(s); securing speakers, entertainment, caterer and venue; staffing; promotion and marketing; soliciting attendees and sponsors; and providing oversight at the event.
- Serves as a liaison between the Chamber and event partners, including hotels, convention centers, exposition service companies, production companies, caterers and speakers bureaus to negotiate rates, review contracts, and manage business relationships.
- Manages the applicable revenue and expense budgets related to areas of responsibility.
- Contribute to the overall success of the organization by performing other duties as assigned and participating in special projects and corporate events.
- Conduct workflow and time management skills in a manner that maximizes resource investment of the Chamber and meets established goals.

SKILLS & EXPERIENCE

A minimum of 3 years of work experience in advertising/promotional sales or customer relations is required; experience in membership-driven business development is a plus. At least 3 years of large-scale event planning is required. Experience in proposal preparation is preferred. There is minimal travel but could involve a periodic overnight and extended working hours depending on the needs of the event.

ABOUT US

The Pennsylvania Chamber of Business and Industry—the Statewide Voice of Business™ —is the largest broad-based business association in Pennsylvania, comprising close to 10,000 member businesses of all sizes and industry sectors throughout the state—from sole proprietors to Fortune 100 companies. The Pennsylvania Chamber is not affiliated with any political party and is not part of government. Our mission is to articulate and advocate on public policy issues that will expand private sector job creation and lead to a more prosperous Pennsylvania for all its citizens. Our organization is also dedicated to helping businesses understand the complexities of state and federal workplace rules through a variety of educational services.

The Chamber offers a competitive base salary plus commission, with bonus opportunities and a comprehensive benefits plan.

Please forward your resume and cover letter including your salary expectations to jobs@pachamber.org.

The Pennsylvania Chamber of Business and Industry is proud to be an Equal Opportunity Employer. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better we are able to fulfill our mission of being the Statewide Voice of Business™.