

Job Description

Assistant Director of the CEO Forum

FLSA: Exempt

Reports To: Executive Director of CEO Forum

Status: Full Time (40+ hours)

Salary Range: \$60,000 to \$70,000 + possible end-of-year bonus

Location: Downtown, Columbus

Responsibilities Include:

- Researching & qualifying potential leads
- Recruiting new leads and members to the CEO Forum
- Assist with on-boarding of new CEO Forum members
- Communications to current and prospective CEO Forum members
- Maintaining a robust prospect list
- Tracking and staying on pace with CEO Forum member goals and budget
- Assisting the Executive Director with scheduling and facilitation of monthly Pod meetings
- Assisting the Executive Director with scheduling and facilitation of monthly one-on-one meetings with CEO Forum members
- Assisting with communications with CEO Forum partners The Ohio State University Fisher School of Business Executive Education and the National Center for the Middle Market
- Assisting with National Expansion and communications with other State Chambers of Commerce
- Having a keen understanding of benefits offered by the Ohio Chamber of Commerce
- Engaging internally with both Government Affairs and Communications staff on projects that involve CEO Forum member companies
- Auditing and procuring member contact information for Salesforce
- Working with the Director of Events on programing and sponsorship for CEO Forum members

Required Qualifications:

- Four-year degree or equivalent work experience
- Experience working with middle-market business owners
- Communication experience with C-Suite executives
- Able to work well under pressure
- Highly organized and capable of handling multiple projects and deadlines
- Ability to act quickly and resolve problems
- Effective communicator; both internally & externally
- Knowledge of Salesforce best practices

Work Environment:

- Majority of duties will be performed in and from the Chamber's office during regular business hours.
- Travel up to 20% of the time. Some overnight may be required.

Please email resumes to rshenton@ohiochamber.com