

Job Title: Part-Time Director of Operations

Location: Van Alstyne, Texas

The Van Alstyne Chamber of Commerce is seeking a part-time **Director of Operations** to oversee day-to-day operations, member engagement, event planning, and strategic initiatives. This pivotal role supports the Chamber's mission to promote economic growth, strengthen local businesses, and serve as a unifying voice for the Van Alstyne business community.

Key Responsibilities

- Execute the strategic direction set by the Board of Directors.
- Represent the Chamber at public events, business forums, and government meetings.
- Lead member recruitment, retention, and engagement efforts.
- Develop programs and services that provide value to Chamber members.
- Coordinate with local government, business leaders, and civic organizations to advance economic and community development.
- Oversee budgeting, financial reporting, and operational planning.
- Manage the Chamber's digital presence, including website updates and social media.
- Lead public relations and marketing efforts to enhance visibility and influence.
- Plan and execute Chamber events such as networking mixers, expos, luncheons, and workshops.
- Secure event sponsorships and build strategic partnerships.
- Serve as the primary liaison to the Board, providing updates and strategic recommendations.
- Support governance processes, policy development, and long-term planning.

Qualifications

- Degree or equivalent experience in Business Administration, Public Administration, Communications, or related field.
- Proven leadership experience, ideally in a nonprofit, small business, or public-facing role.
- Strong track record in fundraising, event planning, and member engagement.
- Exceptional communication, organizational, and interpersonal skills.
- Experience working with a Board of Directors is highly desirable.