



# Metro Chamber Foundation Program Manager

**Reports To:** Program Director,  
Metro Chamber Foundation  
**F.L.S.A.:** Exempt/Salaried  
**Last Revised:** May 2019

---

**Summary:** Work at the heart of the Capital Region’s business community and join a team that is passionate about creating programs and opportunities for leadership and civic engagement. With programs starting for individuals in elementary school through mid-career level and beyond, help shape the future of our community.

We are seeking an outgoing, detail-oriented individual to coordinate and manage the programs of the Metro Chamber Foundation: Metro EDGE, Thousand Strong, Leadership Sacramento, Inspire Giving, and Lemonade Day.

This individual will have strong communication, customer service, and organizational skills to ensure positive interactions with community members and delivery of the highest-quality events. This individual should be an assertive problem solver with excellent judgment who can create structure and analyze data to inform future decisions.

Belief in our mission to create opportunities for civic engagement and leadership in the business community is vital to their success.

## Requirements:

- Bachelors degree or relevant experience required
- Minimum 4 years professional experience in event coordination, program management, and volunteer engagement
- Strong organizational and administrative skills with the ability to manage multiple projects and events simultaneously
- Exceptional customer service, interpersonal, and communication (written and oral) skills
- Exceptional standard of professionalism required for ongoing collaboration with external partners, volunteer leadership, and internal staff
- Ability to maintain records and prepare reports
- Ability to work in a fast-paced, demanding atmosphere
- Flexibility and ability to meet unusual or long hours
- Proficient knowledge of MS Office suit software (Word, Access, and Excel)
- Working knowledge of digital media tools (Adobe Suite, Word Press, Social Media Channels)
- Must have a passion for Sacramento and the local community



# Metro Chamber Foundation Program Manager

## Primary Job Responsibilities:

- Daily management of Metro EDGE. Specific tasks include but are not limited to:
  - Support volunteer leadership
  - Coordinate and attend monthly leadership meetings, including two annual one-day retreats
  - Event coordination including venue contracts, event set up and tear down, and maintenance of event calendar to ensure the highest-quality events
  - Coordinate and Manage annual Emerge Summit including venue locations, speakers, and overall experience
  - Membership recruitment and retention, management of member records, and data analysis
  - Program surveys and ability to propose and implement event feedback
  - Create sponsor deliverables and ensure fulfillment of sponsorship benefits
  - Management and tracking of program budget
  - Management and tracking of program surveys and ability to implement feedback
  - Manage external Metro EDGE communications through email account, weekly newsletters, website updates, social media channels, and overall correspondence with external partners, volunteers, and members
  
- Daily management of Leadership Sacramento. Specific tasks include but are not limited to:
  - Annual recruitment of program participants
  - Program promotion and marketing
  - Coordinate monthly logistics including venue locations, catering contracts, and sponsorship deliverables
  - Update marketing materials and communications materials
  - Maintain calendar for annual program
  - Management and tracking of program budget
  - Program evaluation
  
- Monthly management of tasks associated with the Leadership Sacramento Alumni program. Specific tasks include but are not limited to:
  - Coordinate quarterly meetings
  - Coordinate annual alumni mixer
  - Data management of alumni database
  - Create and own communications to alumni network through newsletters, social media, and email
  
- Weekly management of tasks associated with Thousand Strong. Specific tasks include but are not limited to:
  - Oversee approvals of internship timecards
  - Coordinate with worksite supervisors, career coaches, and payroll administration
  - Coordinate with Mayor Steinberg's office and Foundation for CA Community Colleges to understand and execute strategic vision of the program



# Metro Chamber Foundation Program Manager

- Weekly management of tasks associated with Inspire Giving. Specific tasks include but are not limited to:
  - Oversight of annual grant process
  - Coordinate monthly leadership meetings
  - Oversight of annual grant project management
  - Management of donor records
  
- Monthly coordination and development of the Lemonade Day program. Specific tasks include but are not limited to:
  - Manage external Lemonade Day communications through email account, website updates, social media channels, and overall correspondence with external partners, volunteers, and participants
  - Event coordination including venue contracts, partnership agreements, and calendar of events
  
- Assist with grantwriting and fund development for the Metro Chamber Foundation
- Assist with the coordination of the Foundation Board Meetings and retreats
- Support the day-to-day aspects of the Metro Chamber Foundation's activities working cooperatively with the Executive Director and Executive Vice President of the Metro Chamber
- Represent the Metro Chamber Foundation at external events
- Foundation staff are employees of the Sacramento Metro Chamber and as such may be called upon to provide staff support of Chamber programs
- Other duties as assigned