



Director of Small Business & Diversity Initiatives

Job Type: Full-time, Salary

Reports to: Vice President, Economic Development

The Little Rock Regional Chamber is the principal business-driven leadership organization responsible for fostering the economic growth and development of the Little Rock region to ensure that business and industry may operate profitably and enhance the earning opportunities and quality of life for every citizen.

The chamber seeks an experienced, results-driven professional to serve as the Director of Small Business & Diversity Initiatives. The successful candidate must be dependable, discreet, collaborative, and passionate about promoting small business and diversity programming for the Little Rock region. Key factors for success in this role include being able to multitask, quickly identify and provide solutions, provide good customer service, work well with all members of the team, and achieve established goals.

Position Summary:

This position will work with the Vice President of Economic Development to facilitate growth among small businesses, promote small business and diversity activities in the region, develop events and seminars for small businesses, engage with small business and entrepreneurship resources, and develop a knowledge of the small business ecosystem in the Little Rock area.

Principal Accountabilities:

1. Maintain and expand the working relationships with small businesses and the economic development support agencies
2. Provide a network of linkages and assistance with the Arkansas Small Business and Technology Development Center, the Venture Center, the Innovation Hub, volunteer consultants from the business community, college and university instructors, businesses and trade associations, economic development agencies, and banks and financial leaders
3. Participate in community functions designed to enhance economic growth and diversity within the Little Rock area
4. Conduct outreach to small businesses within the region as well as respond to inquiries
5. Manage all diversity programming including committees, councils, etc.
6. Develop, plan, and manage programming including networking events, small business lunches, and workshops/professional development
7. Collaborate with the Vice President for Economic Development and the Chief Revenue Officer to plan and manage signature/community events with a focus on small business development and diversity, including but not limited to Minority Enterprise Development (MED) week in September
8. Interface with new business, community leaders, and municipal officials
9. Maintain client management database
10. Communicate and report to management, stakeholders, and partners
11. Compose, produce, and deliver proposals to various audience
12. Perform other duties as assigned

Knowledge, Skills & Abilities:

- A combination of education and experience may be substituted when proficiency is demonstrated
 - Bachelor's degree plus five (5) years' experience preferably in communications, business, marketing or public relations
- Exceptional written and oral communication skills are required
- Exceptionally strong inter-personal skills, including the ability to read and respond to body language and a wide range of personality types and backgrounds
- Must be comfortable, confident and outgoing in social settings
- Able to work independently and proactively without daily instruction, but must also be an engaged and participatory member of the larger team and have strong conflict resolution skills
- Creative and able to problem solve, set and accomplish goals, and meet deadlines
- Organized and able to keep accurate and detailed documentation
- Ability to manage sensitive information in a professional and confidential manner
- Intermediate computer skills essential, including a working knowledge of Salesforce, Microsoft Outlook, Word, Excel, PowerPoint
- Maintain active awareness and knowledge of community and regional issues in order to better relate to industry interests
- Existing connections to the regional business community is a plus
- Conversational proficiency in Spanish is a plus
- Ability to work a flexible schedule as needed
- Valid driver's license and reliable personal transportation

Compensation and Benefits:

- Competitive compensation based on experience
- Benefits include: Medical, dental and vision insurance, paid vacation, holidays, sick leave and 401k

Working Conditions/Physical Demands:

The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. The Little Rock Regional Chamber provides reasonable accommodation to enable individuals with disabilities to perform the essential functions.

This position requires:

- Work that may be performed in an intense, fast-paced office environment, depending upon assignment
- Requires ability to understand verbal communication and to respond effectively
- Positions in this class typically require: reaching, typing, grasping, feeling, talking, hearing, seeing and standing for long periods of time and repetitive motions in computer use
- Requires learning and adapting new software

The Little Rock Regional Chamber is an equal opportunity employer, dedicated to promoting a culturally diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability or any other basis of discrimination prohibited by applicable local, state or federal law.

How to Apply

Candidates must submit a cover letter, resume and references, combined into one PDF document to Kristi Barr, kbarr@littlerockchamber.com. Please include "Director of Small Business & Diversity Initiatives" in the subject line of the email.