



FUNCTIONAL TITLE: Business Resource Advisor	CODE:	GRADE:	EFFECTIVE DATE: 07/01/2023	REVISION DATE: 06/09/2023
REPORTS TO: President & CEO	CLASSIFICATION: Non-Exempt			
DEPARTMENT: Membership				

SUMMARY STATEMENT:	General purpose for this job (what is done and why)
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The Business Resource Advisor for the O'Fallon Chamber of Commerce is responsible for engaging with member and local businesses, coordinating the Ambassadors Committee, in addition to supporting the mission, vision and strategic plan for the Chamber, laid out by the Board of Directors.

PRINCIPAL DUTIES AND RESPONSIBILITIES	Majority of duties performed, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.
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- Regularly meet with member and local businesses to connect them with resources to help their business grow and thrive.
- Visit new and expanding businesses in the area to help them engage with programs and services to help make them successful.
- Create, manage, reform, lead and execute the Membership Retention Plan for the O'Fallon Chamber of Commerce.
- Coordinate the Ambassadors Committee as the premier volunteer organization of the O'Fallon Chamber.
- Work with Resource Campaign Volunteers during the annual Resource Campaign to strategize marketing plans and resources for member businesses.
- Ensure performance at the highest level, adhering to the organization's core values and continuing appropriate professional development training.
- Other duties as assigned.

WORK AND PHYSICAL REQUIREMENTS	Minimum physical requirements to perform position.
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- **Work environment:** Normally a typical office environment, with minimal exposure to excessive noise or adverse environmental issues, with occasional outdoor exposure to heat, cold, and environmental elements.
- **Physical demands:** Manipulate, handle, feel, and control items or equipment. Able to read, write, and interpret written documents. Frequently lift and move objects weighing up to 25 pounds.
- **Work Schedule:** Early mornings and late evenings required depending on events, programs and deadlines. Additional hours outside the typical 40 hour work week to sometimes be required.