

**Position Title: Director of Development**  
**Posting Date: October 7, 2024**  
**Position Type: Full-Time, Non-Exempt**



The Terre Haute Chamber of Commerce is seeking a dynamic, motivated and community-minded individual to join their team of professionals. This position will be responsible for working with the internal team and current stakeholders to identify prospective businesses and strategically work to connect those businesses into the work of the Chamber. This will include securing them as Chamber members, securing sponsorships for events, initiatives and projects, as well as connecting them into the work of the See You In Terre Haute Community Plan.

**Roles and Responsibilities:**

- Build Chamber membership against monthly membership and sponsorship sales goals
- Research regional business market to help identify target audiences and potential markets
- Connect partners to membership benefits, resources, and education opportunities
- Identify and attend key community engagement opportunities, including those associated with the Community Plan, to both identify potential partnerships and promote work of the Chamber
- Gather information on key community accomplishments, track progress of task forces and targeted data points for inclusion in the Community Plan
- Speak to community groups, as needed, to provide information about the work of the Chamber, including the Community Plan
- Work with marketing team to create user-friendly platforms, messaging and relevant content specifically to engage prospective partners
- Assist with planning and executing signature events (Annual Meeting, Golf Outing, etc...)

**Preferred Skills and Experience:**

- Capacity to be energized and excited by challenging goals in a dynamic environment
- Highly organized, articulate and results-driven
- Proven work in a development-related role
- Excellent verbal, written and presentation skills
- Able to source new accounts and manage existing account relationships simultaneously
- Demonstrated ability to interact professionally with a diverse group of business leaders
- Strong desire to help businesses in Terre Haute, Vigo County and/or West Central Indiana thrive
- Proficiency in Google Business Suite, including Docs, Sheets, Forms, etc... preferred
- Bachelor's degree or substantial experience in related fields preferred

**Additional Information:**

- Full-time, approximately 40 hours/week with some flexible scheduling
- Some early morning, weekend and evening hours required
- Eligibility for benefits including generous paid vacation, holidays and PTO
- Mileage and expense reimbursement

**To Apply:**

Visit [terrehautechamber.com/careers](https://terrehautechamber.com/careers) to apply online after October 7th, 2025.

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The Terre Haute Chamber of Commerce is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status or any other characteristic protected by law.