

Director of Community Development

The West Point Clay County Community Growth Alliance
West Point, Mississippi

Position Overview

The West Point Clay County Community Growth Alliance is a non-profit quasi-government organization that promotes community development, supports and strengthens businesses, and enhances quality of life for West Point. This position works directly with the Executive Director to support Chamber of Commerce membership, implement Main Street projects and events, coordinate community events, and promote tourism related initiatives.

Office hours are Monday – Friday, 9:00am to 5:00pm. This position requires occasional evenings and weekends, flexibility to fulfill community events coordinated by The Growth Alliance, including but not limited to Prairie Arts Festival, Farmers Market, Christmas Parade, Christmas Open House, Community-Wide Cleanup Days, and the annual Growth Alliance awards banquet.

Key Responsibilities

Chamber of Commerce

- Daily operations of the front office - answer the phone and greet the public; keep community information displayed and updated for business contacts and events.
- Work with accountant to handle day-to-day finances including deposits and invoices.
- Assist Executive Director with membership recruitment, retention, and support; Assist with ribbon cuttings, networking events, and other opportunities that benefit membership.
- Maintain accurate records and databases related to members and sponsors.
- Assist Executive Director in creating new programs and special projects.
- Prepare for board meetings.
- Additional duties as assigned by Executive Director.

Main Street Association

- Support the four points of Main Street – organization, design, promotion, and economic vitality – to maintain state and national designation status; to create and maintain a vibrant downtown that contributes to the local economy and promotes quality of life.
- Help coordinate volunteers and committees involved in Main Street projects and events.
- Maintain business and building inventory for downtown.

Tourism & Community Promotion

- Promote West Point as a destination for visitors, businesses, and investors.
- Assist with ongoing marketing campaigns, social media posts, and promotional materials.
- Produce monthly Downtown & Aroundtown email newsletter.
- Serve as a community ambassador by providing information and support to visitors and regional and statewide partners.
- Support initiatives that enhance the image and vitality of West Point.

Event Planner

The Growth Alliance is responsible for planning, coordinating and following through with logistics for the following events, including but not limited to:

- Annual Awards Banquet
- Farmers Market
- Prairie Arts Festival
- Boo Parade
- Christmas Open House
- Christmas Parade
- Community Wide Cleanup Days
- Wake Up West Point / Regional Business After Hours

Qualifications

- College degree preferred but not required.
- Minimum 1 year business or non-profit social media experience.
- Strong communication and interpersonal skills.
- Organized with strong attention to detail.
- Self-motivated with the ability to manage multiple projects simultaneously.
- Self-starter and can work independently as well as part of a team with staff, volunteers and committees.
- Experience in event planning.
- Proficient in Microsoft Office Word and Excel; Adobe; Canva.
- Proficient in typing.
- Knowledge of West Point and Clay County.

Requirements

- Willingness to work flexible hours, including some evenings and weekends depending on events and supporting the local community.
- Some travel will be required, to attend out-of-town meetings and trainings.

Apply

Email cover letter and resume to info@westpointms.org