Green Area Chamber of Commerce
Request for Proposal (RFP): Contract Administrative and Executive Director Services

Date Issued: March 13, 2026

Proposal Due Date: March 20, 2026

Introduction

The Green Area Chamber of Commerce ("Chamber") seeks proposals from qualified agencies or freelance professionals to provide contract administrative and executive director-level support. The Chamber is looking for a proactive, highly organized partner who can drive member engagement, manage events, and oversee marketing initiatives that promote the Chamber's mission and support local business growth. We anticipate this to be a part-time contract role.

Scope of Services

The contractor's primary responsibilities will focus on the following key areas:

1. **Marketing the Chamber**. Marketing responsibilities include creating and distributing member communications, promoting Chamber programs through social media, enewsletter, etc., and maintaining up-to-date content on the website.

2. **Organizing member events.** Event coordination is a core function of this role. The contractor will organize and oversee the Chamber's monthly Link'dUp networking events, luncheons, happy hours, and major annual events, including the golf outing and the annual Chamber lunch. This includes identifying and coordinating locations, securing speakers, arranging food and beverages, managing sponsorships, overseeing ticket sales, and ensuring all event communications are scheduled and distributed in advance. The contractor will also attend all Chamber events and serve as the primary point of contact for logistics and member engagement.

3. **Managing the Safety Council.** The contractor will ensure consistent communication, facilitate member visits, and support program growth and engagement.

4. **Membership engagement and growth.** A successful Chamber is made up of engaged members. Through engagement efforts one-on-one and marketing, growing the membership overall and engaging with current members is the duty of all Chamber board members and the Contractor. Facilitating visits to new or prospective members in

collaboration with board members will be a key strategy to drive an increase in membership and engagement.

5. **Administrative tasks and responsibilities.** Additional administrative responsibilities include responding to voicemails and emails, directing inquiries to the appropriate board members, maintaining office supplies and storage, processing deposits and payments, and assisting with financial reporting in coordination with the Chamber accountant. The contractor will also attend board and executive meetings, assist with contract management, and maintain organizational systems such as QuickBooks, Stripe, and AquaLeo.

While this is a wide-ranging role, success will be measured primarily by the contractor's ability to market the Chamber effectively, deliver professional and engaging events, maintain strong member and Safety Council engagement, and help the Chamber grow and thrive in Green.

Proposal Requirements

Proposals should include:

- Overview of relevant experience, particularly with Chambers of Commerce, nonprofits, or event-driven organizations. If an agency planning to utilize multiple people to fulfill the contract, identify each role and their responsibilities and experience.
- Approach for executing the key functions of marketing, events, and Safety Council management.
- Proposed fee structure (hourly, retainer, or project-based) and any potential performance incentives.

Evaluation Criteria

Proposals will be evaluated on demonstrated experience, understanding of the Chamber's mission, proposed approach to priority functions, cost-effectiveness, and availability to meet the Chamber's scheduling needs. In-person interviews and proposal review will be conducted.

Submission Instructions

All proposals must be submitted electronically by to: Chamber Board of Directors to info@greenareachamber.org

Questions regarding this proposal may be sent to info@greenareachamber.org

The Green Area Chamber of Commerce reserves the right to reject any or all proposals, negotiate with selected respondents, and make a final determination based on the best interests of the Chamber.