



FCCoC AMBASSADOR PROGRAM

Independent Contractor | Remote / Work From Home | 1099

Engage the Market. Build Relationships. Create Opportunity- Powered by the Federal Contractors Chamber of Commerce (FCCoC)

The Federal Contractors Chamber of Commerce (FCCoC) is seeking motivated business professionals to serve as FCCoC Ambassadors in their local communities.

FCCoC Ambassadors are the organization's external growth and relationship-development representatives. Ambassadors help expand FCCoC's visibility, build relationships with businesses and organizations, introduce companies to federal contracting resources and opportunities, and generate qualified interest in FCCoC membership, programs, events, and training.

This is more than a networking position.

The FCCoC Ambassador is a relationship builder, community connector, business development professional, and representative of the FCCoC brand.

Position Type

- **Status:** Independent Contractor — 1099
 - **Work Location:** Remote / Work From Home
 - **Territory:** Assigned city, region, or market
 - **Schedule:** Flexible; self-directed
 - **Compensation:** Performance-based contractor compensation
 - **Travel:** Local networking and business events may be required or encouraged
 - **Reports To:** FCCoC Leadership / Ambassador Program Director
-

ABOUT THE FCCoC AMBASSADOR PROGRAM

FCCoC Ambassadors operate at the intersection of community, contracting, and commerce.

Their mission is to create meaningful connections between FCCoC and businesses that could benefit from federal contracting education, networking, resources, relationships, and membership.

Ambassadors are expected to:

- Increase awareness of FCCoC within their assigned market
- Build relationships with business owners and executives
- Identify companies that may benefit from FCCoC membership
- Introduce qualified prospects to FCCoC
- Promote FCCoC events, programs, training, and initiatives
- Attend or participate in relevant business and community events
- Develop strategic referral relationships
- Maintain consistent communication with prospects and contacts
- Represent FCCoC professionally and accurately
- Document activities, introductions, referrals, and results

Ambassadors do not simply collect business cards. They create relationships that can lead to measurable business outcomes.

KEY RESPONSIBILITIES

1. Community & Market Development

Develop FCCoC visibility within your assigned market.

Responsibilities may include:

- Identifying local business organizations and networking opportunities
 - Connecting with business owners, executives, entrepreneurs, and professionals
 - Building relationships with chambers of commerce, trade associations, business groups, and economic-development organizations
 - Identifying businesses interested in entering or expanding within the federal contracting marketplace
 - Sharing FCCoC resources and opportunities through your professional network
-

2. Business Relationship Development

Develop a pipeline of qualified business relationships.

Ambassadors should:

- Prospect for potential FCCoC members and partners
- Conduct introductory conversations
- Make qualified introductions to FCCoC

- Follow up with prospects
- Develop referral relationships
- Maintain a professional contact network
- Identify opportunities for collaboration between businesses and FCCoC

The objective is relationship development—not high-pressure selling.

3. Membership & Program Promotion

Ambassadors help communicate the value of FCCoC offerings, including:

- FCCoC membership
- Training programs
- Educational events
- Networking opportunities
- Federal contracting resources
- Business development initiatives
- Partner programs
- Special events and conferences

Ambassadors should be able to explain the **value proposition** of FCCoC clearly and direct prospects to the appropriate FCCoC representative or resource.

4. Event & Community Representation

Represent FCCoC at appropriate:

- Business networking events
- Chamber events
- Government contracting events
- Industry conferences
- Economic-development events
- Business expos
- Entrepreneurial events
- Community meetings
- Virtual networking events

Ambassadors may also be asked to assist with FCCoC-sponsored events and initiatives.

5. Lead Generation & Referrals

Ambassadors are expected to identify and develop qualified opportunities.

Examples include:

- Prospective members
- Federal contractors
- Companies seeking federal contracting education
- Small businesses seeking contracting connections

- Potential strategic partners
- Sponsors
- Event participants
- Training prospects
- Community organizations

A successful Ambassador consistently turns **relationships into qualified introductions**.

WORK-FROM-HOME SUCCESS MODEL

The FCCoC Ambassador position is designed to be performed primarily from a **home office or remote work environment**.

Successful Ambassadors should be comfortable managing their own business-development activity without constant supervision.

Remote responsibilities may include:

- Email outreach
- Phone calls
- Video meetings
- LinkedIn and professional networking
- CRM/contact management
- Virtual networking events
- Prospect research
- Follow-up communications
- Scheduling introductions
- Reporting activity and results
- Participating in FCCoC virtual meetings
- Promoting FCCoC events and programs through professional networks

Local responsibilities may include:

- Attending networking events
- Meeting prospective members
- Visiting businesses when appropriate
- Participating in community organizations
- Representing FCCoC at local events
- Building relationships with local business leaders

The goal is not to sit at home waiting for opportunities. The goal is to use a remote work environment as the command center for active market development.

CORE SKILLS & QUALIFICATIONS

Required Skills

Successful candidates should demonstrate:

Relationship Building

Ability to establish trust and develop professional relationships with business owners, executives, organizations, and community leaders.

Communication

Strong verbal, written, telephone, email, and virtual communication skills.

Business Development

Ability to identify prospects, initiate conversations, develop relationships, and generate qualified referrals.

Networking

Comfortable attending networking events and introducing yourself and FCCoC to new contacts.

Self-Management

Ability to work independently, organize activities, manage a pipeline, meet deadlines, and remain accountable without traditional office supervision.

Professionalism

Ability to represent FCCoC professionally and communicate its mission and offerings accurately.

Technology

Comfortable using:

- Email
- Video conferencing
- CRM or contact-management systems
- Microsoft 365 or Google Workspace
- LinkedIn
- Social media
- Online scheduling and communication tools
-

Federal Contracting Awareness

Experience with federal contracting is **preferred but not necessarily required**.

Candidates should demonstrate an interest in learning about:

- Federal procurement
- Government contracting
- Small-business participation
- Supplier relationships
- Federal agencies
- Contracting opportunities
- Business development

FCCoC will provide appropriate orientation and program information.

IDEAL FCCoC AMBASSADOR

The ideal Ambassador may be a:

- Business owner
- Entrepreneur
- Sales professional
- Business-development professional
- Consultant
- Government-contracting professional
- Chamber or association professional
- Community leader
- Economic-development professional
- Industry professional
- Retired executive
- Professional networker
- Former government or corporate professional

The strongest candidates are people who already have **trusted relationships within a business community** and enjoy connecting people and organizations.

PERFORMANCE EXPECTATIONS

Ambassadors will be evaluated based on **activity, relationship development, quality of referrals, and measurable results.**

Potential performance indicators include:

- Qualified business introductions
- New member referrals
- Event registrations
- Training referrals
- Strategic introductions
- Partnership opportunities
- Sponsor leads
- New business relationships
- Prospect follow-up
- Community engagement
- Attendance at relevant events
- Consistent reporting
- Overall market activity

Quality matters more than simply producing a high volume of contacts.