

## **Director of Membership**

### **Edinburg Chamber of Commerce**

#### **Mission Statement:**

*Our charge is to lead the effort in advancing commerce and the quality of life in Edinburg and the region. We will foster service, development, and growth by forging positive relationships, advocating volunteerism, and leadership development.*

#### **Summary:**

The Director of Membership is responsible for the (1) recruitment of new members and (2) retention of existing members. The Director of Membership will sell Chamber memberships to prospective non-member businesses by communicating the benefits of the Chamber. The Director of Membership will also track our existing members to ensure that they are actively engaged and receiving value for their membership. As part of the team, the Director of Membership will help create a robust membership program that meets the needs of our members. The Director of Membership will also assist with any other events associated with the Edinburg Chamber and Edinburg CVB.

#### **Reports to:**

Executive Director

#### **Job Responsibilities:**

Prospect and locate qualified leads

Sell new memberships

Meet monthly sales goals

Process new member applications and ensure new members are engaged

Develop interesting member programs

Track member activity and regularly engage with members to increase member retention

Staff our volunteer Membership Committee

Keep accurate and timely records of all prospect/member contact in member database

Oversee and manage the Ambassador program for the Chamber

#### **Qualifications:**

Independent, self-starter with excellent problem-solving, organizational and analytical skills

Proactive, can-do attitude, follow-through, resourcefulness, and attention to detail

Strong oral, written, communication and interpersonal skills

Demonstrated, proven success in lead generation, prospecting, and closing customers with the ability to be personable yet persistent

Professional demeanor and presentation of self with an outgoing personality

Proficient in MS Word, Excel, Power Point, Outlook and Access-type Database

Must have own reliable transportation

#### **Experience:**

Proven sales experience required, experience with member organizations preferred

Database/CRM experience required

**Education:**

Bachelor's Degree from an accredited college or university in business administration, marketing, public relations or related field are preferred. High School Diploma, minimum.

**Physical Demands:**

The job has moderate hazards and physical demands are low to moderate. Duties involve considerable bending, lifting, carrying, or walking and/or using equal to lifting 25 – 50 pounds.

**Work Environment**

Majority of duties will be performed in and from the Chamber's office during regular business hours. Some travel and work off-site will be required as well as occasional work on evenings, weekends, and/or holidays. The Director of Membership will also assist with Festival work at an off-site location.

**Compensation and Employee Benefits**

This is a full- time salaried position. Salary is commensurate based on experience. The Chamber offers excellent benefits including paid holidays, vacation/ sick leave, health, dental, life and disability insurance, retirement system and optional deferred compensation programs.

**Disclaimer**

This job description summarizes essential job functions and minimum job requirements for typical work and duties customarily assigned with this position. However, this job description does not represent every aspect of the job. Job descriptions are subject to periodic updates and modification by the Edinburg Chamber of Commerce Board of Directors. The Edinburg Chamber of Commerce is an Equal Employment Opportunity employer. Employment offers are made on the basis of qualifications, and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

**Application Process:**

All applicants should submit the following items:

1. A completed Edinburg Chamber of Commerce Application of Employment
2. A cover letter
3. A current resume of professional experience
4. A list of three references, with contact information, that reflects the stature of this position.