



POSITION ANNOUNCEMENT
8/30/19

POSITION TITLE: Manager of Membership Development
DEPARTMENT: Membership & Engagement

DESCRIPTION OF DUTIES AND RESPONSIBILITIES

Responsible for recruiting new members to the Wichita Regional Chamber of Commerce and coordinating staff and volunteers to develop needed financial resources for the organization. Interaction with current Chamber members, potential Chamber members and key volunteer leaders will be required.

- A. Implement a comprehensive recruitment plan for potential new Chamber members. The plan will be structured around a monthly approach to identifying quality prospects, setting sales call appointments and effectively closing sales calls and use of a membership database.
- B. Oversee orientation program/activities for new members.
- C. Plan and carry out volunteer-driven new member recruitment campaign to achieve budgetary goals.
- D. Analyze the membership investment program, make revisions as appropriate and approved to ensure an equitable investment formula(s) exists, and carry out an increased investment program to achieve an equitable membership investment from each Chamber member.
- E. Provide monthly written progress reports; develop appropriate member benefits; contribute to a strategy plan related to new member contact and recruitment and management of prospect information; effectively manage ongoing communication with new members for the first three years; serve as liaison to the Chamber Contacts Club; and attend Chamber functions/events that are valuable in recruitment and retention efforts.
- F. Perform all other duties which may be assigned by the Vice President Membership & Engagement.

QUALIFICATIONS:

Previous sales and customer service positions with three to five years of experience. Bachelor's degree in a business-related field preferred. Past experience of supervising sales personnel, meeting sales goals with a high level of customer service. Self-motivation, a desire for a highly varied work environment, the ability to manage multiple tasks at one time, and a commitment to meeting deadlines are required. Strong organizational abilities with excellent math and communication skills preferred. Computer experience required to include use of electronic calendar, Microsoft Office and PowerPoint presentation software, as well as the ability to become proficient in the Accrisoft database.

CLOSING DATE: Open until filled

Salary commensurate with experience. Solid benefit package included. Please submit a cover letter and resume via email only to:

Sheryl Weller, CFO
Wichita Regional Chamber of Commerce
sweller@wichitachamber.org

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