



POSITION ANNOUNCEMENT
April 26, 2025

POSITION TITLE: Sales Account Executive
DEPARTMENT: Business Development
REPORTS TO: Vice President of Business Development

SUMMARY OF RESPONSIBILITIES

Responsible for securing new Chamber members consistent with new annual member financial goals. Solicit membership for the Chamber by generating leads, developing prospects, and recruiting new Chamber members according to monthly sales goals. Responsible for membership retention by recruiting viable businesses to participate in Chamber programs and events.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Duties will include but not be limited to the following:

- Implement a comprehensive and effective recruitment plan for potential new members. Recruit new members to meet monthly and annual financial and membership goals. The plan will be structured around a detailed monthly approach to effectively identifying quality prospects, setting sales call appointments and effectively closing sales calls using a technology-based format to manage this overall process. The plan will require personal management of all relevant data and will include but not be limited to:
 - Utilizing available technology to:
 - Prospect for potential new members of the Chamber.
 - Setting appointments with prospects that will be input and tracked using membership database.
 - Maintain a record of ongoing contacts and outcomes using current membership database.
 - Effectively communicate the mission and objectives of the Chamber as well as the investment options.
 - Efforts will provide measurable results including appropriate reporting on recruitment efforts which will be input and tracked using the current membership database.
- Provide a weekly verbal and written report to the Vice President of Business Development on progress in qualified leads generation, prospect calling and realizing of new member recruitment goals.
- Assist in the collection of renewal and delinquent dues payments and on members requesting termination as needed.
- Serve as Chamber liaison for Contacts Clubs and attend biweekly meetings as assigned.
- Attend those Chamber functions and events that are valuable in generating new prospects or closing membership recruitment opportunities and use those programs/events to accomplish those specific goals.
- Assist other departments and individuals with special projects as the need arises.
- Perform other duties that may be assigned by Vice President of Business Development.

PREFERRED QUALIFICATIONS

- Previous sales and customer service positions with three to five years' experience.
- Bachelor's degree in a business-related field preferred.
- Prior experience in meeting sales goals in addition to high level of displayed customer service skills.
- 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 required.
- Must understand and effectively manage the entire sales process, resulting in a proven ability to close sales prospects of all types and sizes.
- Individual will display a warm, helpful and friendly disposition; the ability to quickly connect and establish relationships with people; and the ability to read, listen and empathize with a wide variety of people.
- Strong organizational abilities with excellent math and communication skills preferred.
- Computer experience requires the use of electronic calendar, Microsoft Office and PowerPoint presentation software as well as the ability to become proficient in the membership database.

REQUIRED COMPETENCIES

- Strong organizational abilities
- Meticulous attention to details
- Superior written and oral communication skills
- Exceptional time management and project management skills
- Ability to represent the Chamber before varying levels of community stakeholders
- A positive and "can do" attitude
- Adaptability and a teamwork mentality and approach

Salary commensurate with experience. Please submit a cover letter and resume via email to:
Rhandalee Hinman, Hinman & Associates email Rhandalee.Hinman@gmail.com

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