



MEMBERSHIP DEVELOPMENT POSITION PROFILE

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ABOUT THE PARKS CHAMBER

The mission of The Parks Chamber of Commerce is to help businesses succeed with the right tools, connections, and resources. We produce world-class events to help promote and connect our members to each other and to the community. We advocate for a competitive business climate, collaborating with public, private, and nonprofit partner organizations to help our region emerge from this economic downturn early, equitably, and sustainably. We're proud to also provide customized and innovative technology tools to help members promote and sell their products and services online. For more information, visit ParksChamber.com.

MEMBERSHIP DEVELOPMENT RESPONSIBILITIES

The Parks Chamber is looking to hire an independent contractor to help lead New Member Recruitment Strategies, promoting The Parks Chamber throughout the region and inviting businesses, nonprofits, municipalities, and individuals to join as new members with the goal of at least eight new members per month.

Duties will include but are not limited to:

- Parks Chamber Expert - Become an expert on The Parks Chamber's mission, our technology that helps members promote and sell their services online, our events, and our advocacy efforts
- New Member Recruitment – Meet or exceed sales goals by implementing new member recruitment strategies; submit monthly results reports and monthly activity reports to include call/meeting tracking with thorough notes
- Sponsorship Sales – Sell sponsorships to existing and/or new members for events, programs, the website, and more as opportunities are created by the Executive Director
- Member Support - Assist new members with registrations and payments; demonstrate custom technology tools built for new members within 30 days of their creation; and help ensure that revisions requested by new members for the custom technology tools are completed in a timely fashion
- New Member Onboarding – Help lead onboarding events (virtual or in person) for groups of new members to include welcome by the Executive Director and/or Board member(s)
- Events - Attend and help encourage members to participate in chamber events; follow up with non-members in attendance, inviting them to join the chamber as new members
- Board Reports – Contribute updates for monthly reports to the Board of Directors
- Member Prospect List – Research third-party lists and add, update, and maintain member prospect records in the chamber's Member Management System (MMS)

MEMBERSHIP DEVELOPMENT REQUIREMENTS

Candidates for the Membership Development position at The Parks Chamber should be self-starters who are motivated to work autonomously while meeting or exceeding sales goals. Skills and experience should include:

- A proven track record of creating and leading sales and marketing strategies, exceeding sales goals, and providing excellent customer service
- A fast learner with the ability to clearly, concisely, and consistently present the mission of The Parks Chamber and the benefits of membership
- Ability to professionally represent the chamber throughout the region as a non-partisan, non-political organization
- Experience with chambers of commerce, economic development organizations, and/or nonprofits as an employee, member, and/or volunteer leader
- Proficiency in Microsoft Office applications to include Outlook, Word, Excel, and PowerPoint in addition to customer relationship management software and social media
- A Bachelor's degree or equivalent experience

COMPENSATION

The Membership Development position(s) at The Parks Chamber will be Independent Contractor(s) who shall report to the Executive Director.

Compensation will include:

- Commission on the first-year membership fee paid by new members that were procured through their efforts and were not dues-paying members of The Parks Chamber during any part of the prior twelve-month period
- Commission on sponsorship revenues paid by exiting and/or new members that were procured through their efforts and were not sponsors of similar opportunities during any part of the prior twelve-month period

TO APPLY

Please email a cover letter and resume with references to info@ParksChamber.com.

The Parks Chamber of Commerce provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.