



***The Tacoma-Pierce County Chamber of Commerce is the voice for business. We do this by being a nimble non-profit business that can respond quickly and effectively to the needs of our members and the community. Our team is built on teamwork, creative problem solving, an entrepreneurial mindset, and superior customer service.***

### **Business Development Representative**

The Tacoma-Pierce County Chamber of Commerce is seeking a full-time, non-exempt Business Development Representative for their downtown Tacoma location. Candidates should have no less than two years' experience in sales and be knowledgeable about the Tacoma – Pierce County business communities.

### **Responsibilities**

The Business Development Representative is specifically responsible for:

- Identifying and qualifying membership prospects
- Contacting prospects and arranging sales presentations
- Presenting benefits of Chamber membership to prospects and enrolling prospects as members through sales presentations and follow-up contacts
- Providing on-going service to members they have recruited, through their first and second years of membership to ensure continued membership
- Connecting members with investment opportunities beyond membership dues including; sponsorships, advertising sales, etc.
- Participate in Chamber events

### **Compensation**

The Business Development Representative is a non-exempt position and will be paid an hourly rate. The Business Development Representative will receive commission on paid new memberships, renewals, reinstatements, assigned sponsorships as well benefits including: car allowance, dental, paid time off, short-term disability and retirement.

### **Conditions of Work**

Generally, office or professional environment; requires frequent travel within the county; may require occasional out-of-county travel; experiences frequent interruptions, frequently works beyond the normal workday; occasionally handles angry and displeased members. Ability to occasionally lift, move & transport 50lbs.

### **Experience and Competencies**

- Clearly articulate business value and sell value over price
- Close sales while meeting and exceeding established quotas
- Ability to prospect for new leads and close sales. Must have no aversion to cold calling
- Proven ability to manage multiple sales prospects simultaneously while keeping a timely follow-up schedule
- Manage time effectively and stay organized
- Provide excellent customer service with a professional attitude and demeanor
- Handle a consultative-based sales approach
- Problem-solving skills and ability to develop creative solutions to problems
- Superior customer service through written and verbal communications
- Computer skills experience with CRM and with Microsoft Office Suite
- Punctual, dependable and loyal
- Motivated to attend outside sales and networking opportunities
- Driven to ensure account retention

### **License/Certifications/Special Requirements**

Washington State Driver's license and personal automobile required.

***This job posting is not an employment agreement of contract. Management has the exclusive right to alter this job description without notice. The statements contained herein should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas as needed to meet the needs of the organization.***

**To apply, send cover letter and resume to: Lynnette Buffington/VP, Investor Outreach & Operations/hr@tacomachamber.org**  
*This position will be open until filled, but priority attention will be given to applications received prior to November 1, 2016*