

Membership and Engagement Director

The Greater Salem Chamber of Commerce is seeking a Membership and Engagement Director to join their dynamic team. In this full-time position, you will strengthen local businesses and engage area business leaders. With current growth in the Greater Salem region, this is an exciting Chamber career opportunity.

In this position you will actively enroll and engage members for the Chamber. The Director will also provide ongoing support and communication relative to membership benefits, resources available, and information to help businesses succeed.

This position offers a competitive hourly rate plus bonus!

If you are interested in learning more about this opportunity email your resume and cover letter to admin@gschamber.com No phone calls please.

Major Job Functions:

- Actively recruit /sell GSCC Chamber memberships to new businesses and retain memberships for existing Chamber members.
- Responsible for meeting quarterly/annual sales goals for new memberships and renewals.
- Schedule and manage Ribbon Cuttings for new members and recognition of renewals.
- Educate Chamber members on the various programs and products offered by the chamber.
- Engage Chamber members in Networking events, Business Before & After Hours and Educational events, etc. geared to the GSCC membership.
- Work within approved budget guidelines and resources to provide marketing and promotional support for this role.
- Work with the Ambassadors Committee and/or Membership Committee on engagement with new and existing Chamber members.
- Be present at Chamber events and visible within the business community we serve.

Qualifications:

- At least 2+ years in sales or account management, membership/subscription experience a plus.
- Ability to communicate effectively in writing and verbally, both on the telephone and in person
- Ability to generate and follow up on leads and schedule appointments.
- Ability to work independently, determine priorities, make appropriate decisions, and meet deadlines
- Excellent organizational and problem-solving skills.

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- Flexibility and ability to work under changing priorities and workloads while managing multiple projects
- Ability to handle confidential information in a trustworthy manner.
- Ability to deliver exceptional customer service to members, non-members, outside organizations and agencies, and the general public
- Team player that will assist when needed outside the normal scope of responsibilities.
- Professional presence and strong interpersonal skills are a requirement.
- Proficiency in Microsoft Office and internet-based systems.
- Must have a valid driver's license and provide own transportation.