



Position: Membership Director

Reports to: Executive Director

Overview: The Membership Director actively promotes the Chamber of Commerce and supports its revenue goals by: increasing membership through retention programs and new member recruitment, upgrading existing memberships, advertising sales and event coordination. The membership director works closely with the Executive Director and the Moffat County business community.

Hours: Full-time hourly as assigned. Position includes some evening and weekend work as well as minimal travel.

Salary: Commensurate with experience. Bonus for exceeding sales goals.

Responsibilities:

- Meet jointly determined revenue goals in the areas of membership sales, retention and upgrades.
- Special project such as Chamber publications, online advertising, sponsorships and other projects as assigned.
- Work with a dynamic team to plan and execute successful events and fundraisers.
- Work with the Executive Director and board of directors to create and deliver meaningful member services.
- Assist in fulfilling requests for information about Moffat County with regard to activities, recreation opportunities, relocation, hunting and other area information.
- Maintain the Chamber's member database.
- Organize ribbon cuttings and grand openings with the Chamber members and the Ambassadors.
- Act as the Chamber's staff liaison to the Ambassadors, working closely with the group's president to coordinate the flow of information and assisting with the group's projects.
- Coordinate Business After-hours mixers, including scheduling, registrations and marketing.
- Design event invitations, flyers and power point presentations as needed.
- Serve as an information source and resource to members regarding benefits, opportunities, discounts, etc. Answer questions and provide assistance to ensure a high level of member satisfaction.
- Manage the members' experience by designing a high-touch plan with the Executive Director. Pre-planned interactions include phone calls, emails, personal contact, surveys and focus groups.
- Generate monthly and annual contact reports as well others as requested.
- Light cleaning on a regular basis.
- Assists the Executive Director with projects when requested and assigned.
- Other duties as assigned.

Qualifications/skills required

- High level proficiency in Microsoft Office programs
- Outstanding sales skills
- Self-starter and goal oriented
- Excellent verbal and written communication skills
- Graphic design experience helpful
- Excellent research skills, including Internet research
- Strong organizational and advance planning skills
- Post-secondary degree or certification in marketing/public relations/public administration, journalism, business administration or equivalent experience preferred
- Exceptional customer service