

Indiana Chamber of Commerce

JOB DESCRIPTION

Department: Membership

Position Title: Manager, Member Development

Reports To: Director of Membership

Exempt/Non-Exempt: Exempt Non-Exempt (OT Eligible)



Summary:

Sales position which involves selling new memberships in the Indiana Chamber of Commerce to Indiana CEOs and business owners. Position will be home-based in Northern Indiana and requires face-to-face presentations and outbound telemarketing. The compensation for this position is base salary and commission plus benefits.

Essential Duties and Responsibilities (% of estimated time/frequency):

- Daily prospecting for new members (50%)
- Non-member face-to-face visits (40%)
- Maintain current knowledge of current issues in business, while continually understating the Indiana Chamber's positions on business issues gained through reading and discussions (5%)
- Update database regularly for accuracy and complete information (5%)

Nonessential Duties/Responsibilities:

Other duties as assigned and as necessary by supervisor, including but not limited to, attending the Connect & Collaborate membership events, board meetings, Legislative Dinner and Annual Awards Dinner.

Job Requirements:

- College degree or combination of education and experience
- At least three years of successful sales experience, preferably in face-to-face and telemarketing
- Strong business background
- Extensive sales training
- Excellent interpersonal, verbal and written communication skills
- Technical: database, Microsoft Office products, phone system, etc.

Direct Reports:

Incumbent has no direct reports, and therefore has no supervisory responsibilities.

Personal Work Relationships:

Mostly independent to the marketing and membership departments; however, must have the ability to work well with other departments, as well as with general public and maintain a positive attitude at all times.

Physical Effort:

Office environment, driving, standing, sitting, walking, lifting between 10-25 lbs., speaking, hearing and manual dexterity.