

# Indiana Chamber of Commerce

## JOB DESCRIPTION

**Position Title:** Manager, Member Development

**Department:** Membership

**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 in Marion County and the I-65 corridor up through northwest Indiana. Position, working from the Indiana Chamber office, 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 understanding 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 Connect & Collaborate membership events, board meetings, Chamber Day 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.