



Job Title: Director of Membership Development

Office Location: Jamestown
Reports To: President/CEO
Salary Range: \$40,000-\$60,000, plus Commissions
Wage Category: Full-time 40 hours per week, Salary, Non-Exempt

Organization & Position Description

The CHQ Chamber is a non-profit business association serving all of Chautauqua County. Its mission is to build vital connections, provide professional resources, and champion our local businesses across Chautauqua County. The Director of Membership Development is responsible for membership retention and growth, database management, and sponsorship and advertising sales. This position is the primary interface between the Chamber and the membership and is responsible for the sale of all Chamber products and sponsorships opportunities. Attention to detail, exemplary customer service, and ability to work in a small team environment are important qualities for this position.

Essential Functions

- Work with team to develop and lead membership recruitment and retention efforts
- Lead sales of “Chamber Champion” sponsorships and individual event sponsorship opportunities
- Lead sales of Chamber advertising opportunities
- Manage membership database
- Build and maintain strong relationship with Chamber members
- Deliver and present welcome packets to new members
- Develop strong knowledge of Chamber benefits and propose new services as needed
- Assist with Chamber events throughout Chautauqua County

Job Specifications

- College-level education in a business related field preferred and 3+ years of sales experience
- Confidence and ability to prospect and close sales leads
- Excellent oral and written communication skills
- Strong customer service and critical thinking skills
- Ability to work within a team environment and support a positive company culture
- Proficient computer skills including Microsoft Office Suite
- Must have flexibility to staff occasional off-hours or weekend events
- Adequate transportation required