

Membership Development Director

The Broken Arrow Chamber is seeking a seasoned sales professional to lead membership development efforts.

The Membership Development Director is responsible for managing and maintaining the dues revenue stream, including overseeing the retention of current members and the sale of new memberships. The position will serve as an advocate for small businesses & entrepreneurs in Broken Arrow, providing solid resources to help businesses achieve goals and see success.

The ideal candidate will have successful sales or customer service experience in a membership organization, trade association or comparable for-profit organization. Sales experience and understanding of small business management is required. Successful fundraising and donor retention experience would be beneficial.

Duties include:

- Overseeing a member retention program and maintaining a high membership retention rate.
- Identify and implement lead generation program for membership and sponsorship opportunities
- Manage the membership committee responsible for new member engagement
- Managing and participating in the sales process for new members
- Generating and presenting Membership and Retention Reports

Additional Duties include:

- Working with bookkeeper for membership and sponsorship billing, including follow up on payment
- Working with membership manager to assure all membership data is correct
- Working with staff to secure event trade sponsorships as needed

This position will assist members with day-to-day needs, including educating members on benefits of being a member of the chamber, engaging members in events & committees, understanding members individual needs and looking for relationships, educational opportunities, etc. to assist businesses in seeing success.

Compensation is salary plus commission; salary will be determined based on experience and scope of responsibilities. Full benefits package included. Degree preferred or appropriate level of experience. Proven track record of successful outside sales experience a must.

To apply, please send resume and cover letter to bachamber@bachamber.com. Resumes accepted until April 4, 2018.