



Job Description

Title: Membership Sales Representative

Employment Classification & Job Status: Part-time

Reports To: Vice President

Duties & Responsibilities: To acquire new members and, when appropriate, to sell Alamance Chamber sponsorships to generate necessary member and revenue growth for the Alamance Chamber.

- Manage prospect pipeline in ChamberMaster
- Must consistently prospect, schedule, and attend meetings with potential members
- Meet monthly appointment and sales presentation goals
- Sales must be achieved through personal contact and other materials approved by the Chamber
- Must meet or exceed the set monthly revenue and new member goal
- Present a professional image of self and the organization to members, staff, and vendors concerning the Chamber, its mission, and its activities
- Assure effective communication with potential investors, Chamber members, staff, and external stakeholders
- Establish and maintain positive working relationships with Chamber members and staff
- Other duties as assigned

Education & Experience:

- Associates Degree or higher level of education
- Minimum two years' experience in outside sales and customer service required
- Database/computer proficiency required

Skills Required:

- Excellent communication skills, both oral and written

- Excellent organizational and people skills
- Proficient user knowledge of computer operation and systems, specifically including Microsoft Office
- Experience working with database programs and maintaining information preferred
- Ability to plan and organize
- Effective in dealing with different types of people
- Knowledge of Chamber operations greatly preferred
- Able to handle multiple tasks, while maintaining control and order
- Possess valid driver's license and be able to lift at least 35 pounds

Evaluation: Annual performance review by Vice President and Chamber President. Evaluated against sales goals and objectives, ability to perform assigned tasks in manner and form expected.
January 1, 2018