



Overland Park Chamber™

JOB POSTING: Membership Director: Be on the team of Overland Park's most effective and dynamic business organization as membership director of the Overland Park Chamber of Commerce. Through the united strength of our members, the Chamber works to ensure a prosperous economic climate in which all businesses can thrive. Representing a wide variety of companies and organizations of all sizes from throughout the metropolitan area, the Chamber works continuously to improve the business climate, increase business opportunities and build a better community. The Chamber accomplishes what businesses can't do alone.

Our membership director will regularly interact with business leaders and owners to determine how the Chamber can help their businesses succeed. The successful candidate must possess excellent sales and communication skills and be highly organized and motivated.

Principal Accountabilities:

- Utilize Chamber's standardized sales process and service techniques to prospect, follow-up, sell and achieve sales quotas.
- Research prospects for new memberships and connect via initial telephone contact and appropriate follow-up.
- Consistently achieve all monthly sales activity and production minimums.
- Consistently achieve retention and collections objectives by maintaining member relationships with a strategically determined book of business.
- Reliably carry out all components of personal performance management system.
- Actively leverage upselling of sponsorships and membership upgrades to drive deeper member engagement and new revenue.
- Develop and maintain a quality prospective member list in the Chamber's CRM database.

Requirements:

- To support the health and safety of our teams and workspaces, the Chamber requires employees to be fully vaccinated against COVID-19 or to have received an approved accommodation based on medical condition or sincerely held religious belief or practice. Please let us know if you'd like to discuss the policy or available accommodations before proceeding with our recruitment process.
- Bachelor's degree preferred and/or 3-5 years of demonstrated experience in related activities. Experience in business development, sales, fundraising or membership/association environment a plus.
- Self-starter with demonstrated skills in taking initiative, problem-solving, negotiating and driving results.
- Aptitude for working with volunteers and building relationships at all levels of an organization.
- Effective communication skills and the ability to develop and sustain business relationships.

- Excellent written communication skills with an extensive knowledge of grammar.
- Excellent knowledge of MS Word, MS Excel, MS Outlook, MS PowerPoint, CRM databases and software.
- Highly detail-oriented with superior organization skills and ability to work in a fast-paced team environment.
- Ability to work a flexible schedule as needed.
- Valid driver's license and reliable personal transportation to effectively visit potential members and investors.
- Working knowledge of Overland Park and Johnson County a plus.

The Chamber is an Equal Opportunity Employer.

Job type: Full-time, salary plus commission; compensation plan is competitive with the local market and applicant's experience.

Benefits include:

- Insurance provided includes group medical plan, dental & vision coverage, cafeteria benefits plan, short and long-term disability, and life insurance
- 401k plan
- Car and cell allowance
- Sick leave and vacation
- Professional development

To apply:

Email resume and a cover letter (to include what makes you an ideal candidate, as well as your salary requirements) with "Membership Director" as subject line to: resume@opchamber.org.
No phone calls, please.

Email applications preferred. Or mail your application to:
Overland Park Chamber of Commerce
9001 W. 110th St., Suite 150
Overland Park, KS 66210