



nejcchamber

Job Description: Membership Coordinator

Location: Roeland Park, KS

Reports To: Chamber President

Position summary:

The Membership Coordinator position plays a vital role in maintaining and enhancing Chamber membership. Responsibilities include program/event management and communication.

Primary duties and responsibilities:

- Actively recruit and retain new business members.
- Achieve budgeted revenue goals.
- Input all prospective and new members in the database.
- Establish and maintain working relationships with members.
- Financial responsibility to generate budgeted revenues through membership development, retention and sponsorship calls.
- Provide member support through ribbon cuttings, on-boarding new members, as well as new member orientation.
- Administer the Ambassador Committee, along with Chair of the committee.
- Work with staff and committee members to brainstorm new revenue-generating programs and sponsorships.
- Serve as a liaison to the Chamber committees to provide recruitment, training, and coaching.
- Provide weekly statistical reports on pipeline.
- Assist and sell annual directory publication.
- Contribute and present to the monthly board of directors' report and meeting.
- Administrative duties as assigned.
- Help to answer phones and cover office.
- Create invoices for chamber events and membership along with the President.
- Must know the chamber's mission through the Strategic Plan and integrate that mission into all aspects of Chamber objectives.
- Management of log sheets for referrals and calls.
- Prepare and submit a monthly expense sheet for credit card and mileage.
- Help to secure sponsorships for Chamber events.
- Create visibility and recognition of the NEJC Chamber and its businesses through community involvement.
- Perform other duties as assigned by the President.

Requirements:

Bachelor's degree in business, communications, marketing, or related field.

Strong oral and written communication, time management, and outstanding organizational skills are necessary.

Ability to manage and coordinate through skills in multi-tasking while working on various projects and committees at the same time.

Experience in fundraising, and relationship building.

Proficient with Microsoft programs, database and accounting programs, CC-Assist, Canva, WordPress, Constant Contact and Google Suite knowledge would be very helpful.

Accountability:

The full-time position is an exempt position and may require additional hours outside of the 40-hour work week. The Coordinator of Programs and Events reports directly to the President but will work closely with the entire staff. This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employees will be required to follow any other job-related duties required by the President. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.

Send resume to Deb Settle, President/CEO at dsettle@nejcchamber.com.