

Membership Specialist

The Dallas Regional Chamber is currently seeking a professional and energetic Membership Consultant. This is an exempt role in which the member of the sales team will support the increase of the Chamber's membership base by recruiting new members' business/organizations and retention of first-year members through excellent customer service and effective sales techniques. This role will customarily and regularly be engaged away from the Chamber's offices in performing his or her duties. This position reports directly to the VP of Membership.

Responsibilities

- Actively prospect and contact potential members, promote the benefits of membership and facilitate an investment with the Chamber
- Proactively and professionally promote the Chamber in order to sell memberships
- Represent the Chamber at corporate and community events
- Generate sales leads by researching and contacting businesses of all sizes and industries
- Consult and advise prospective members
- Schedule and attend appointments and personal visits outside the office
- Write sales reports
- Prepare new member and prospect sales packets
- Attend sales meetings/conferences and select events
- Collect new member investments
- Follow-up and address members' needs in a timely manner
- Other duties as assigned

Minimum Qualifications and Experience

Qualified candidates must possess familiarity with the business community, at least 3 years of outside sales experience, and demonstrated ability to consistently close sales and generate revenue. Ideal candidates will be self motivated, ambitious and energetic. Must have the ability to positively influence conversations, build and maintain relationships, be highly motivated, detail oriented, and possess the ability to work independently as well as in a team environment. Excellent verbal, written, and interpersonal communication skills, strong negotiation, organization, and follow-up skills are a must. Also required: Reliable personal transportation, experience using Microsoft Office, Outlook Email, Customer Relations Management program (Weblink is internally used), and the ability to research the Internet. Familiarity with EXCEL is desirable.

Education and Experience

College is preferred.

This position offers an excellent benefits package inclusive of medical and dental coverage, 401K pension plan, paid vacation, sick time, and holidays, in addition to other benefits. To learn more about the Dallas Regional Chamber, visit www.dallaschamber.org. EOE

No agency or third party candidates will be considered for this position. To apply for this position, please submit a cover letter and resume, **including your salary history**, in a Word or PDF format to recruit@dallaschamber.org. As a follow-up, you may contact Jennifer Schmiel at 214.746.6729 once your information has been submitted.