Immediate position available

Title: Director, Membership Development

Mail Resumes to: PO Box 708, Pooler, GA 31322 or email to

[Pam.s@poolerchamber.com](mailto:Pam.s@poolerchamber.com)

Job Description:

1. The Director of Community Relations will be reaching out to members and organizations focusing on sponsorship and fundraising to support events.
2. He/she will be required to increase membership by 25% within one year and retaining members at a rate of 80%.
3. He/she will be required to produce sponsorship in the amount of $50,000 to $100,000 per year.
4. He/she may be requested to attend conferences throughout the year.
5. He/she will also be required to attend pertinent meetings as directed by the Executive Director.
6. He/she will be accountable and report to the Executive Director, taking direction from the Executive Director and office manager, as well as other office personnel, as directed by the Executive Director
7. He/she will also be presenting reports to the Executive Director, accounting for all time spent for the week.
8. This position is a 35-hour work week. Hours are 9AM-4PM Monday through Friday. Additional hours may be required for events/out of town meetings/conferences, etc. as approved and requested by Executive Director
9. Applicant must be accountable for all hours. He/she will be reimbursed for mileage.
10. This position is salary based plus commission and bonus.
11. Miscellaneous duties as requested by Executive Director and Office Manager/Staff.
12. Background check will be required.

We are an Equal Opportunity Employer.

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