Located in the historic downtown district, the Covington/ Newton County Chamber of Commerce has been serving Newton County for more than 60 years. We are currently conducting a search for a Membership Director. This is a full-time, 40 hours per week position.  Interested candidates should provide a cover letter and resume by June 15, 2020 to jobs@newtonchamber.com.  We are not accepting phone calls regarding this position at this time, but will contact qualified candidates to schedule interviews before the end of June.

**Reports to:**Chamber President

**General responsibilities**
Plans, directs, coordinates, and administers membership acquisition, renewal, and benefits program for institution by performing the following duties personally or through subordinates.

**Essential job functions include, but are not limited to:**
Establishes short-range and long-range goals to achieve Chamber institution membership objectives.

Develops and implements individual and corporate membership acquisition strategies, such as on-site and Internet membership programs.

Develops and implements strategies for renewing annual support of current members.

Evaluates effectiveness of strategies, such as fee and membership category structures, services, materials, benefits, and policies relating to retention of current members and acquisition of new members, and recommends changes as appropriate to attain goals.

Processes new and renewed memberships and distributes member benefits materials.

Manages membership services, benefits, and policies.

Plans and directs membership campaigns, events and ribbon cuttings.

Produces membership lists for use in institution publications.

Actively participate in the planning, organization and implementation of the Chamber’s annual signature events.

Any other duties as designated by the Chamber President.