

Membership & Events Manager

General Description:

The Membership & Events Manager's main responsibility is the recruitment and retention of membership, sales of sponsorships, event and committee management. In addition, this manager assists Vice President of Operations in special events. This position balances working in the office and meeting with members and potential members with some local travel involved.

Job Requirements:

Two to four years college preferred but not required, and minimum two years experience in related job field (marketing and sales – including cold calling). Required skills include: self-motivated, highly outgoing, personable, strong verbal and communication skills including public speaking, organizational skills, must be a team player and have the ability to multi-task.

Supervision:

Reports directly to the VP of Operations.

Responsibilities:

Membership

- Recruitment of new members meeting minimum quota for new members as established in the annual Plan of Work/yearly goal (or by the President/CEO).
- Supports in retention efforts
- Sponsorship sales
- Prepare and distribute marketing/sales materials for potential and new members.
- Contacts existing members as a matter of general chamber outreach.
- Manages New member orientation
- Set up and manage ribbon cuttings, ground-breaking ceremonies and grand openings
- Connects members with opportunities
- Goal set and track with direct report
- Use membership database (ChamberMaster) to track potential member and member information

Events

- Women in Business Monthly events
- Woman of the Year
- BASH
- Jackson Derby
- Assist the Director or VP of Operations as requested in event planning and execution and solicit sponsorships for events.
- Use communication software (Constant Contact) to promote events

Committees

- Manage the Women in Business Committee support its initiatives
- Manage the Ambassador Committee and support its initiatives

Other

Support all chamber staff team members as needed. Perform other duties as assigned.

Salary:

Salary based on qualifications and experience.

*The Jackson County Area Chamber of Commerce is an Equal Opportunity Employer.

Please submit letter of introduction and resume to:

Melissa Britt

Vice President of Operations

mbritt@jacksoncountyga.com

706-387-0304 Fax

270 Athens Street

Jefferson, GA 30549