



Job Description

Sales & Marketing Associate

Organizational Background

Dakota County Regional Chamber of Commerce is committed to building a stronger regional business community. We steadfastly serve the cities of Eagan, Farmington, Lilydale, Mendota, Mendota Heights, Rosemount, Sunfish Lake, and West St. Paul, along with Castle Rock, Empire, Eureka, and Hampton Townships. For 60 years, your Chamber has worked to improve members' success through advocating public policy, providing networking and professional development opportunities, and encouraging economic development.

Our Mission

Dakota County Regional Chamber of Commerce is the influential voice to champion economic growth for business.

Position: Sales & Marketing Associate

The Sales & Marketing Associate, working as part of a Member Relations team, is responsible for the sale of new memberships within the Dakota County Regional Chamber of Commerce, retention of existing members, and general marketing of the organization and its benefits. This position implements strategic direction for the organization's overall growth within the membership area. The position reports directly to the Chamber's president.

Responsibilities

- Contact, acquire and sell new Chamber memberships to businesses and organizations located throughout Dakota County area
- Schedule appointments and personal visits with prospective companies
- Implement various marketing objectives to garner interest of businesses to engage and invest in the organization
- Engage in various community relations activities to provide presence of the Chamber throughout the region
- Actively seeks new business leads and follows up as appropriate
- Achieve budgeted revenue goals
- Ensure all sales processes are integrated to achieve annual business plan objectives, create brand position, and ensure effective expenditures of resources
- Develop objectives and research-based strategies for prospecting businesses
- Develop strategies for partnerships and assist in the development marketing and sponsorship programs and opportunities
- Maintain accurate statistics and data on return on investment of marketing programs and efforts, for regular reporting and analysis of sales plan and associated activities and programs
- Develop standardized reports that provide detailed information on the sales life cycle for all membership accounts

- Cultivate relationships in order to upgrade current investment levels with members to higher levels of membership
- Cultivate and maintain an extensive knowledge of all Chamber programs, services, initiatives and activities
- Actively support and participate in Chamber events and programs
- Staff liaison to various sales based volunteer committees and task forces
- Represents the Chamber in a professional manner
- Perform other job duties as assigned by the president

Knowledge, Experience, and Education Required

- Bachelor's degree preferred with some experience in sales/marketing; preference to non-profit/association management experience
- Knowledge of sales functions and customer service oriented principles
- Strong interpersonal skills to effectively cultivate relationships with prospects, members, volunteers and community stakeholders
- Experience and success in developing compelling written, oral and visual presentation materials
- Highly organized with ability to prioritize multiple projects
- Ability to communicate effectively to diverse audiences
- Strong ability to work independently and as part of a team in fast-paced, changing environment
- Results-oriented and willingness to be accountability to measurable goals
- Ability and desire to prospect/cold-call new businesses and to upgrade and sell major accounts
- Capable of maintaining sensitive/confidential information
- Must have the ability to foster the values of member relations and quality assurance in customer service
- Proficient in Microsoft Office programs including Outlook, Excel and Word
- Must have/maintain a dependable vehicle with proof of license and insurance

Physical Demands

While performing the duties of this job, the employee is required to work at a desk and computer for long periods of time, is occasionally required to stand. Employee may be required to lift materials of up to 35 pounds.

Work Environment

Majority of duties will be performed in and from the Chamber's office in Eagan during regular business hours. Local travel and work off-site will be required, as well as occasional work on evenings, weekends and/or holidays.

Time Commitment

The average time commitment is 40 hours per week in order to fulfill the duties required of this position. Candidates seeking a part-time position may also be considered.

Compensation and Employee Benefits

Salary is commensurate with experience and is currently structured as a base plus commission, with additional incentives. Health insurance with monthly premium reimbursement is employer-provided. Additional benefits include paid holidays, personal time off policy and flexible summer scheduling,

retirement matching program, reimbursement of business travel, professional development and training. The Chamber strives to provide compensation at market rates when compared to like-organizations.

Reasonable Accommodation

It is the policy of the DCR Chamber to provide reasonable accommodations to qualified individuals with a disability who are applicants for employment or employees to perform the essential functions of the job. The Chamber is an Equal Opportunity Employer.

Please submit cover letter, resume and salary requirements to:

Vicki Stute, President

Dakota County Regional Chamber of Commerce

3352 Sherman Court, Suite 201

Eagan, MN 55121

vstute@dcrchamber.com

Position will remain open until the final candidate is selected. No phone calls please.