Position Description:
Membership Representative

The Greater Hernando County Chamber of Commerce has more than 975 members representing various business and community interests. It unites hundreds of businesses, professionals and individuals, creating a unique organization that works to build business connections and advance our member's success in business. For over 95 years, the Chamber with its committees, councils, staff and valuable members. Membership Representative works with county and city officials, local businesses and the community at large to promote the local economy and enhance Hernando County's quality of life.

Under minimal supervision, this position is responsible for selling Chamber memberships to prospective non-member businesses by communicating the benefits of the Chamber. Provides detailed information on various programs offered through the Chamber and orients the client to the organization. This position reports directly to the President /CEO.

ROLES AND RESPONSIBILITIES:

- Contact, acquire and sell new Chamber memberships
- Schedule appointments and personal visits with prospects
- Achieve budgeted revenue goals
- Comfortable with working out and around the Hernando County area the majority of the time, with some occasional time in the office
- Actively seeks new businesses and follows up appropriately
- Maintains knowledge of goals, objectives and services provided by the organization
- Remains informed of member benefits, Chamber events, etc.
- Actively support and participate in Chamber events and programs
- Works to upgrade current and new members to higher levels of membership
- Works renewal accounts and targeted major accounts as assigned
- Assists Chamber members in taking full advantage of their membership
- Encourages participation and retention in the Chamber
- Attends regular sales/staff meetings

Knowledge, Skills and Abilities:

- Strong organization, time management and multi-tasking skills, detailed oriented
- Must have previous sales experience
- Self-starter with a professional appearance
- Advanced proficiency of Microsoft Office products
- Must have/maintain a dependable vehicle with proof of license and insurance
- Ability to prospect/cold-call new businesses and to upgrade and sell major accounts
- Strong verbal and written communications skills

- One who can think outside the box to offer new ideas, concepts, solutions, etc.
- Capable of maintaining sensitive/confidential information
- Must be a team player that works well in an adapting environment
- Must have the ability to foster the values of member relations
- Exceptional people skills with an outgoing personality
- Highly organized with exceptional communication, public speaking and presentation skills
- Innovative thinking with a results-focused work ethic, mission-driven and self-directed; exhibiting passion, idealism, and a positive attitude
- Excellent judgment and creative problem solving skills including negotiation and conflict resolution skills
- Flexible schedule

Job Type: Full Time. Salary plus commission and benefits

Three years of outside sales experience required with a demonstrated ability to consistently close sales and generate revenue. To learn more about the Greater Hernando County Chamber of Commerce, visit www.hernandochamber.com. EOE

Send Resumes to pat@hernandochamber.com please no phone calls

"This description is intended to provide an overview of the responsibilities and duties of the position. It is not all inclusive. The incumbent may be required to perform job-related responsibilities and tasks other than those stated in this description commensurate with the needs of the organization. The responsibilities may also change over time. This position description is provided for informational purposes only and does not form a basis of a contract."