Membership & Strategic Partnerships Manager
San Jose Silicon Valley Chamber of Commerce
San Jose, CA | Full-Time | In-Person
Reports to: Chief of Staff to CEO

About the San Jose Silicon Valley Chamber of Commerce
The San Jose Silicon Valley Chamber of Commerce is the voice of business in the greater San Jose region, representing a diverse membership of businesses across industries, sizes, and stages of growth. As one of the region's leading business organizations, the Chamber is committed to advancing economic opportunity, fostering inclusive growth, and creating meaningful connections that strengthen our business community.

We are entering an exciting period of growth, supported by an engaged Board of Directors and a passionate staff team. Together, we are building a more innovative, connected, and impactful Chamber; one that delivers real value to its members and serves as a trusted partner for business success in San Jose.

Position Summary
The San Jose Silicon Valley Chamber of Commerce is entering an exciting period of growth and organizational evolution. With expanded policy leadership, a strengthened member engagement team, and a renewed focus on delivering value to the business community, the Chamber seeks an experienced, relationship-driven professional to lead membership growth, sponsorship development, and execution of the organization's largest revenue-generating initiatives.

The Membership & Strategic Partnerships Manager serves as a key member of the Chamber team and is responsible for driving membership growth, cultivating strategic partnerships, securing sponsorships, and executing the Chamber's revenue-generating initiatives. Working closely with the CEO, Chief of Staff, Board leadership, and volunteers, this individual will help implement membership and sponsorship strategies that advance the Chamber's growth objectives.

The ideal candidate is equally comfortable closing a high-level Impact Investor or Presenting Sponsor partnership conversation, developing a sponsorship strategy, managing a sales pipeline, coordinating event execution details, and building trusted relationships across businesses of all sizes.

San Jose Chamber of Commerce
Serving San Jose and Silicon Valley for 140 Years

Key Areas of Responsibility

Revenue Growth & Membership Development

- Implement the Chamber's membership growth strategy in collaboration with the CEO, Chief of Staff, Membership Committee, and Board leadership, with a focus on attracting high-value members, Impact Investors, and strategic partners.
- Develop and manage a consistent prospecting pipeline for new member acquisition.
- Identify opportunities for membership upgrades, sponsorship investments, and expanded engagement.
- Build relationships with CEOs, executives, business owners, and community leaders throughout the region.
- Support the development and implementation of member conversion strategies, including outreach to non-member event attendees and prospective partners.
- Staff the Membership Committee to strengthen recruitment efforts and support volunteer-led sales initiatives.
- Track and report performance against membership and revenue goals.

Strategic Partnerships & Sponsorship Development

- Serve as the primary staff lead for sponsorship sales and fulfillment.
- In partnership with the CEO and Board leadership, support the development and implementation of sponsorship packages, outreach plans, and partnership opportunities aligned with organizational priorities and revenue goals.
- Cultivate, solicit, steward, and retain sponsors for signature events, programs, and organizational initiatives.
- Ensure sponsors receive exceptional service, recognition, and return on investment.
- Maintain regular communication with Impact Investors and key strategic partners.
- Recommend opportunities to expand sponsorship offerings and increase non-dues revenue.

Signature Event Leadership

- Lead internal planning and execution of the Chamber's major annual events, including the Annual Dinner and Annual BBQ.
- Work closely with event consultants, vendors, sponsors, volunteers, Board members, and staff to ensure successful event delivery.
- Execute event sponsorship sales plans and outreach strategies developed in collaboration with the CEO, Board volunteers, and Chamber leadership.

- Coordinate event timelines, communications, registration processes, sponsor fulfillment, and stakeholder engagement.
- Ensure events achieve revenue, attendance, and experience goals.
- Measure and report event performance, including sponsorship growth, attendance, revenue, expenses, and net proceeds.

Revenue Operations & Relationship Management

- Maintain accurate records of sales activity, sponsorship commitments, member interactions, and revenue forecasts within the Chamber CRM (GrowthZone).
- Monitor membership revenue performance and lead internal staff on accurate billing, renewals, and account management.
- Ensure accurate reporting for leadership and Board review.
- Support development of annual membership materials, Impact Investor collateral, sponsorship packets, and revenue-generating campaigns.
- Serve as a visible representative of the Chamber in the business community.
- Attend Chamber events, community meetings, and partner functions.
- Contribute ideas and market intelligence to organizational strategy and revenue planning efforts led by Chamber leadership.
- Work collaboratively with Chamber team, Board leadership, and volunteers.
- Support a culture of innovation, accountability, professionalism, and service.

Success Measures

Success in this role will be measured through:

- Year-over-year membership revenue growth.
- Growth in Impact Investor participation and investment.
- Growth in sponsorship revenue.
- New member acquisition.
- Membership upgrade conversion rates.
- Annual Dinner and BBQ net revenue growth.
- Sponsor retention rates.
- Event attendance growth.
- CRM accuracy and pipeline management.
- Quality of relationships with members, sponsors, and community stakeholders.

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Qualifications & Skills

- 5+ years of experience in business development, membership sales, sponsorship sales, fundraising, partnerships, chamber management, economic development, association management, or related fields.
- Demonstrated success building relationships and generating revenue through membership sales, sponsorships, business development, partnerships, fundraising, or account management.
- Strong executive presence and ability to build relationships with business leaders.
- Excellent written, verbal, and presentation skills.
- Preferred skill set with Canva and graphic design for collateral materials.
- Experience managing complex projects and events.
- CRM proficiency required; GrowthZone experience preferred.
- Highly organized, self-directed, and comfortable operating in a fast-paced environment.
- Ability to balance strategic thinking with hands-on execution.

Team & Work Environment

- Apply a growth mindset in daily work, identifying opportunities to strengthen capabilities, collaborate with colleagues, and advance the Chamber's mission.
- Participate as a collaborative member of the Chamber team, supporting shared coverage and office responsibilities.
- Availability for early morning, evening, or weekend events.
- Work is primarily performed on-site at the Chamber office or at member locations.

Compensation

$80,000 - $95,000 with benefits. Send cover letter and resume to careers@sjchamber.com