

Membership Sales
Job Description/Skills

The Chamber of Commerce of Highlands Ranch is a private, not-for-profit, membership-driven organization comprised of over 260 business enterprises, civic organizations, education institutions and individuals. The Chamber's mission is to support the growth and success of businesses that serve the Highlands Ranch community.

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.

Job Title: Membership Sales Representative (Outside)

Wage: Commission

Position 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 Highlands Ranch area the majority of the time
- 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
- Encourages participation and retention in the Chamber

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
- Proficient in Microsoft Office programs including Outlook, Excel and Word
- 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
- Flexible schedule