



## **ABOUT THE MAUMELLE AREA CHAMBER OF COMMERCE**

*The Maumelle Area Chamber of Commerce is an action-oriented business organization formed to promote a favorable business climate for its membership and community, and to provide business leadership in economic and civic development. With over 25 years of service in the community, the Maumelle Chamber focuses on four critical areas including education, workforce and economic progress, community development, and business member services. We are the primary resource for businesses in the Maumelle Area. For more information on Maumelle Chamber, please visit our website at [www.MaumelleChamber.com](http://www.MaumelleChamber.com) or call 501-851-9700*

**JOB TITLE :** Membership Development Representative (Part Time)

**WAGE:** Commission

### **POSITION RESPONSIBILITIES:**

- Contact, acquire and sell new Chamber memberships
- Schedule appointments and personal visits with prospects
- Close sales during on-site visits or through follow-up phone calls/visits and written correspondence
- Achieve budgeted revenue goals
- Engage potential sponsors for specific events and programs
- Actively seeks new businesses and follows up appropriately
- Maintains knowledge of goals, objectives and services provided by the Chamber
- Remains informed of member benefits, Chamber events, etc.
- Actively supports and participates in Chamber events and programs
- Assists in member retention efforts helping the chamber to maintain an 85% retention rate
- Helps to lead and manage the Chamber's membership campaign
- Assists Chamber members in taking full advantage of their membership
- Attends regular sales/staff meetings
- Other duties as assigned by the Executive Director

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Strong organization, time management and multi-tasking skills
- Detail oriented
- Must have previous sales experience
- Self-starter with a professional appearance
- Proficient in Microsoft Office products including Outlook, Excel and Word
- Must have/maintain a dependable vehicle with proof of license and insurance
- Ability to prospect/cold-call new businesses
- Strong verbal and written communications skills
- Can think outside the box to offer new ideas, concepts, solutions, etc.
- Capable of maintaining sensitive/confidential information
- Demonstrate professional maturity, decision making and problem solving skills
- Must be a team player that works well in an adapting environment
- Must have the ability to foster the values of member relations
- Strong sense of community awareness
- Exceptional people skills with an outgoing personality
- Flexible schedule

**APPLICATION DEADLINE:**

Application review begins July 2018. Position will remain open until filled.

Interested applicants should send a letter of application, references and resume by mail to:

Maumelle Area Chamber of Commerce  
Attention Alicia Gillen  
PO Box 13099  
Maumelle, AR 72113

or by email to [alicia@maumellechamber.com](mailto:alicia@maumellechamber.com)