



Chamber of Commerce

Job Title: Member Recruitment Manager

Location: Billings, Montana

Organization: Billings Chamber of Commerce

Reports To: Vice President of Business Growth & Talent

Job Summary: Introduce area businesses to the Billings Chamber of Commerce membership by sharing the organization's mission, vision, strategic priorities, and tiered benefits. Engage Chamber members in advertising and other Chamber products and services utilizing the Chamber's comprehensive investment toolkit.

Directly responsible for the recruitment of new members. Provide support for onboarding and engagement of new members as well as working with existing members to connect to marketing and advertising opportunities. Work independently in the sales role while working with the Membership Team and entire staff to reach membership sales, retention, and sponsorship and advertising goals.

Key Responsibilities:

New Membership Sales

- Sell new memberships by analyzing market prospects and prioritizing those prospects.
- Manage and coordinate membership drives.
- Assist in development of membership sales and promotional materials.
- Support event sponsorship and other programs and products by presenting information to all new members.
- Accurately articulate membership value and all membership benefits to potential members.
- Accountable upon request for sales effectiveness and goals.
- Manage the full sales cycle.

Retention

- Regularly support sponsorship sales.
- Work closely with current members to retain and know their interests.

Advertising Sales

- Directly responsible for selling all Chamber publication advertising including electronic, print, website/directory listings, and other products.
- Proactively solicit advertising through ongoing relationship building with membership.

Member Onboarding

- Actively participate in the member onboarding process including new member orientation (Chamber Journey).

Member Records

- Become proficient in the use of membership software, including database entry and management of member records.
- Assist in accounts receivable collections.

General

- Lead programs such as Business Development Network, Collaborate and Ambassadors.
- Participate in Chamber Journey as deemed necessary by team.
- Regularly conduct presentations at prospective members' places of business.
- Work together with colleagues to drive success, maintaining a team-focused approach to meeting sales targets and delivering exceptional results.
- In-person meetings with business leaders in the Billings and surrounding area.
- Operate within the organizational marketing plan and budget.
- Integrate technology and other innovative methods into sales presentations.
- Respond in a timely manner to member inquiries regarding publication listings, benefits, events, and dues.
- Attend local business events to network with potential and existing members
- Regularly visit and check in with members to aid in member retention.
- Work collaboratively with the Membership, Communications, and Finance teams to meet membership recruitment, retention, and financial goals.
- Prepare and submit all reports in a timely manner.
- All other duties as assigned.

Qualifications:

- Bachelor's degree in sales related field.
- Minimum three (3) years equivalent experience in sales, fundraising, and customer service.
- Must possess a valid Driver's License, automobile insurance and reliable transportation.

Benefits:

Comprehensive benefits package including: Medical, dental, vision insurance – 75% employer paid premium; life, and long-term disability insurance; Paid Time Off; Flexible spending accounts; paid holidays and floating holidays; 401(k) 3% employer contribution & up to 4% match (must meet eligibility requirements).

How to Apply: Interested candidates should submit their resume, cover letter, and a portfolio of their work to hr@billingschamber.com. Full job description available at time of interview or upon request. EEO.