



Membership Sales Coordinator

The DC Chamber of Commerce (“DC Chamber”) is a 501(c)(6) non-profit organization dedicated to promoting economic, commercial, industrial and general civic welfare of the District of Columbia. It is headquartered at 506 9th Street NW, Washington, DC 20004.

The DC Chamber seeks a proactive, strategic and detail driven individual for the position of Membership Sales Coordinator. This position is responsible for selling Chamber memberships to prospective member businesses by communicating the benefits of the Chamber; providing detailed information on various programs offered through the Chamber and orienting the client to the organization. This position reports directly to the Director of Member Services.

The Membership Sales Coordinator will coordinate the DC Chamber programming including ChamberWorks and Lunch and Learns; work with the Director of Member Services on membership activities using online marketing; track invoices; update chamber membership accounts; maintain current membership materials and coordinate membership updates on website; respond to general requests and maintain Chamber membership in database; respond to membership inquiries; coordinate logistics and provide on-site support for member programs and seminars; coordinate logistics for custom briefings; promote Chamber programs; work across departments; and handle other special projects as assigned.

Position Responsibilities:

- Create prospect lists
- 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 for new members and Affinity programs
- Actively seek new businesses and follow up appropriately
- Maintain knowledge of goals, objectives and services provided by the Chamber
- Remains informed of member benefits, Chamber events, etc.
- Actively support and participate in Chamber events and programs
- Work renewed accounts and targeted major accounts as assigned by Director of Member Services
- Assists Chamber members in taking full advantage of their membership
- Coordinate New Member Orientation (ChamberWorks)
- Attend Chamber and other organized events and regular sales/staff meetings

- Able to travel locally and occasionally within metro region.
- Other duties as assigned by the Director of Member Services

Knowledge, Skills and Abilities:

- Strong organization, time management and multi-tasking skills and able to work independently
- Deadline driven and strong attention to details
- Able to learn and utilize software including WebLink
- Must have previous sales experience
- Excellent management, public speaking, writing and interpersonal skills
- Self-starter with a professional appearance
- Follow direction, learn new tasks and information, concentrate, process information quickly, plan ahead, recognize and solve problems,
- Proficiency in Google, Microsoft Office products including Outlook, Excel, Word and Social Media, preferred
- Must have proof of driver's license
- Able 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
- Must be a team player who works well in an adapting environment
- Must have the ability to foster the values of member relations
- Exceptional people skills with an outgoing personality

Additional Requirements: Bachelor's degree; 2-3 years of related work experience, preferably in membership marketing; event planning experience; an understanding of grassroots programs; website management; team player; excellent customer service and communications skills; ability to interact professionally and effectively with members.

This position is a full-time position, subject to local travel and/or evening and weekend hours on an as needed basis. The DC Chamber offers a competitive benefits package including paid holidays and annual leave, health & wellness plan options, and retirement plan options.

The DC Chamber is an equal opportunity employer. Applications from women, individuals with disabilities, veterans, and people of diverse cultural backgrounds are encouraged.

Applicant should submit their resume to Natalie Harris at nharris@dcchamber.org.