

Grow, Connect and Influence with the Chamber

For more than 80 years the Opelika Chamber of Commerce has been working every day to make Opelika a better place to live, work and grow a business. This is a rare opportunity to be part of that important work. Recognized for their operational best practices among 501(c)6 not-for-profit Chambers of Commerce, the Opelika Chamber is one of only 3 5-star accredited chambers in the state of Alabama.

The Opelika Chamber of Commerce strives to be the recognized leader and advocate for the business community, acting as a catalyst for a thriving economic and entrepreneurial environment, collaborative community initiatives, and a better quality of life for its business owners and citizens alike. If you like to be at the center of the action, then the Chamber is the place to be. You will have the chance to establish relationships with every business in the city from large public companies to neighborhood restaurants. The Chamber connects businesses to each other and to new ideas, helps them grow and expands their influence by meeting with government decision makers to ensure business-friendly conditions exist.

The Opelika Chamber is a high-performing team that expects a lot of every member and delivers amazing results. ***It starts with core values. These are ours:***

- Practice Positivity
- Earnestly Build Bridges
- Earn Trust
- Aspire to Excellence
- Seek Continuous Growth
- Practice Servant Leadership

Position: Membership Development

Reports To: President & CEO of the Opelika Chamber of Commerce

The membership development position is one of the most vital roles at the Opelika Chamber of Commerce, responsible for ensuring the continuous and steady growth of the Chamber's membership by building and maintaining a comprehensive and aggressive membership recruitment and service program. This role delivers results by closing new sales to meet and exceed sales targets, as mutually agreed upon by the President & CEO and established in the strategic plan by the Board of Directors. The ideal candidate is a listener and can work collaboratively to suggest solutions to both growth-focused entrepreneurs, and business advocates, must be self-motivated, results-oriented with a positive outlook and a clear focus on high quality customer support; possess excellent time management skills; credible, and comfortable dealing with a broad spectrum of business industries and people.

Responsibilities and Duties

- Responsible for all aspects of member recruitment, benefits and services to prospective members and active members, including the development and execution of the membership development plan, complete with quarterly and annual goals to be reviewed monthly with the President & CEO.
- Actively seek prospective members and develops and maintains a comprehensive and accurate database of prospective members, as well as a plan to recruit them into the Opelika Chamber.
- Serves as the lead staff person in managing the Membership committee and is responsible for coordinating monthly meetings to review prospects, approve ambassador members, assign exit interviews, and review member benefit opportunities.
- Promptly and effectively responds to businesses and other stakeholders inquiring about membership.

- Contributes to the membership retention plan, proactively visiting with existing member businesses and provides recording/tracking of monthly visits, to include in-person and phone/email contact attempts. A minimum of 1 visit/week is expected.
- Coordinates and implements new member benefit programs, working with the President & CEO, membership committee, colleagues and state and national chamber organizations, continuously seeking new and improved approaches for enhancing the Chamber's membership benefits.
- Provide timely and accurate reports as required by the President & CEO.
- The membership development person will serve as staff support for all Chamber events, retail promotions, fund raisers, seminars, membership campaigns, trade shows, retreats, social events, and special meetings as directed by the President.
- Other duties assigned by the Chamber President & CEO.

Desired Experience and Required Attributes:

- High school diploma, some college, or college degree preferred.
- Previous sales experience required, preferably B2B, with proven ability to prospect and close sales and meet or exceed sales targets.
- Comfortable with accountability, takes ownership of your work.
- Strong time management & organizational skills required.
- Enthusiasm and a positive attitude, ability to maintain grace under pressure.
- Excellent verbal and written communication skills.
- Ability to work independently with minimal supervision.
- Team-player mentality, and willingness to support colleagues even if it's outside of job description.
- Passion for talking to people, relationship building, and building bridges.
- Comfortable with a flexible schedule that is subject to change on a whim. Some evenings and weekends will be required of the position, as well as additional travel to conferences, training, etc.
- Ability to lift up to 40 lbs. with ease and willingness to roll up your sleeves for event set up.
- Technically proficient with working capabilities in the following programs:
 - Microsoft Office Suite with excellent skills in Outlook, Word, Excel & PowerPoint.
 - The ideal candidate should have working knowledge or be willing to learn these platforms, and others to include ChamberMaster, etc.

Benefits:

- Flexible schedule - you work to get the job done and achieve our goals.
- Base Salary + Commission + Expense account.
- Annual bonuses, plus phone allowance & mileage reimbursement available.
- Paid PTO + Comp Time + 12 paid holidays annually
- Retirement benefits to include a 3% employee match in a Simple IRA.
- Group Health, Dental & Vision insurance is available.
- Group Life Insurance, Accidental Death & Dismemberment & Long-Term Disability coverage are covered & paid for by the Opelika Chamber of Commerce.