

Membership Sales Representative

Major Job Responsibilities

- Meet with prospective members to provide information about association membership
- Secure new association members and grow the organization according to the organizations goals and objectives
- Develop and execute procedure for prospects/new members from first contact to follow up after joining
- Sell other association services such as signature event sponsorships, website and newsletter advertising, etc.
- Create and maintain a list of prospective association members
- Attend association meetings, events and programs as required
- Assist with the development and maintain effective sales materials
- Represent the association at internal or external meetings
- Other related work activities assigned by the Executive Director

Job Requirements

Education, training, experience:

Qualifications

- At least two years experience in a membership based association
- Professional presence and strong interpersonal skills
- Must possess valid driver's license and provide own transportation
- Prefer college degree
- Knowledge of community
- Association experience

Skills/Abilities/Knowledge

- Ability to communicate effectively in writing and verbally
- Ability to work independently
- Ability to generate and follow up on leads, scheduled appointments
- Knowledge and overview of all association member benefits, opportunities, events and activities
- Excellent organizational and problem solving skills
- Flexibility and ability to work under changing priorities and workloads while managing multiple projects
- Ability to deliver exceptional customer service to members, prospective members, and community partners