Job Overview:

The Membership Director plans and executes a strategic business membership sales plan for the Blowing Rock Chamber. This person identifies prospects, meets with them to discuss their business goals, and communicates how the Chamber can help. He/she must be able to conduct “high-level” business interactions independently and as part of a coordinated team.

The Membership Director works cross functionally within the organization (continually) to retain members, partners, and sponsors, and looking for ways to add value to membership. The Director will work closely with each member of the Chamber (meeting with each member at least annually), the staff, and the Chamber’s Board -- but he/she works independently and is responsible for the success of their own responsibilities. This is a small team that works cross-functionally in all matters. Additional responsibilities may be given at any time. Must have business acumen, be flexible, and possess a strong work ethic – willing to take out the trash, be interviewed on TV or run a meeting.

Skills Required:

* At least 5 years of business experience
* Excellent written and oral communication skills with a tendency to over communicate
* Great listener with a passion for great customer service
* Exudes a high level of professionalism in all interactions
* Must be a serial networker – loves meeting new people and learning about their business in efforts to help and support member businesses through resources within the Chamber
* Highly organized and detail oriented
* Strategic thinker with vision
* Microsoft Office Suite proficient
* Comfortable navigating online database tools (all files are electronic)
* Ability to coordinate small and large group discussions, volunteers, and committees
* Sales, business development, marketing, or extensive networking experience a plus
* Ability to lift 35 pounds
* Passion for small business and the High Country

Email cover letter and resume to:

[Search@BlowingRock.com](mailto:Search@BlowingRock.com)

Or mail to PO Box 406

Blowing Rock, NC 28605