

**Job Title: Director of Membership Services**

**Reports To: Chief of Staff**

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**Summary:**

Responsible for the development of new member campaigns and maintaining all data on Chamber members

**General Duties and Responsibilities include:**

- Plan and develop membership/donor campaigns/member benefits
- Design and maintain the member / donor database(s)
- Develop and compile data from member/donor business surveys, as needed
- Assist in the development of member benefits, discounts, investment opportunities, etc.
- Assist other Staff Directors with membership/donor marketing, advertising and special events, as needed.
- Develop a Budget for Membership activities
- Other duties as required.

**Qualifications:**

1. Education: Bachelors Degree (BA/BS), 2 years of related work experience in membership and donor management.
2. License: Valid South Carolina driver's license.
3. Computer Skills: Working knowledge of Microsoft Windows, Outlook, Excel, Word, Access, or other database software
4. Language Skills: Ability to comprehend instructions; read and write reports-correspondence; ability to present information to top management, and ability to respond to general public inquiries. Must have excellent communication skills (written, oral, verbal); ability to manage people and problem solve, obvious professional demeanor.

**Work Schedule: Flexible**  
**IBCC Meetings Attendance: Accountable**