

Job Title: Investor Services Rep. I

Reports To: Director of Membership Services

Summary of Position:

Plan, coordinate, implement, direct, and conduct activities to sustain and increase the Chamber's membership, especially as directed by the Vice President of Membership, President, and Executive Committee. Coordinate all committee functions.

Responsibilities:

- Coordinates retention activities.
- Functions as liaison between Director of Membership Services, Chamber members and staff; receives written reports.
- Conducts membership development programs as directed, including Annual Membership Drive and Retention Campaign as needed.
- Plan, direct, and coordinate member functions, such as Business After Hours (Mixers), Ribbon Cuttings/Grand Openings and other special events as directed.
- Coordinates new member orientation activities for the Chamber.
- Encourages membership participation in Chamber events and on Committees.
- Provides member information as requested with Director of Memberships approval.
- Updates Chamber membership database as needed.
- Make membership recommendations to Director of Membership.
- Primary staff contact for all Committee communications (to include subcommittees and associated duties with each).
- Plans, directs, and coordinates special events as directed
- Maintains files for above events/committees
- Other duties as required.

Qualifications/Skills Required:

- Good telephone techniques
- Working knowledge of Southeastern Region
- Computer knowledge/typing skills
- Working knowledge of business community
- Personable
- Ability to coordinate multiple activities
- Professional appearance
- Detail oriented, and well organized
- Working knowledge of Chamber activities

At least two years of college business courses preferred or Chamber experience in marketing, public relations or similar field.

This is an EXEMPT position: longer work hours are required in some cases without extra compensation.