

Winona Chamber of Commerce Director of Business Development

Reports to: President

The Winona Chamber of Commerce is currently seeking a Director of Business Development. The Chamber is a private, non-profit, membership-driven organization comprised of hundreds of business enterprises, civic organizations, education institutions and individuals. It's mission is to provide leadership that will help create regional economic prosperity and success for its members in the Winona area. Under minimal supervision, this position is responsible for selling Chamber memberships to prospective non-member businesses by communicating the benefits of the Chamber and; solidifying current membership retention through personal visits. Provides detailed information on various programs offered through the Chamber and orients the client to the organization. This position reports directly to the President of the Chamber.

Wage: Base plus Commission

Position Responsibilities:

- Contact, acquire and sell new Chamber memberships
- Schedule appointments and personal visits with prospects
- Achieve budgeted revenue goals
- Spend 50% of time working out and around the Winona area driving communications with current and potential members
- Develop and manage a database to record all prospect/member interaction
- Actively seek new businesses and follow up appropriately
- Participate/provide leadership to development of point-of-sale materials
- Maintain knowledge of goals, objectives and services provided by the organization
- Remain informed of member benefits, Chamber events, etc.
- Actively support and participate in Chamber events and programs
- Works to upgrade current and new members to higher levels of membership
- Works renewal accounts and targeted major accounts as assigned
- Assists Chamber members in taking full advantage of their membership
- Encourages participation and retention in the Chamber
- Work with Chamber volunteers when activities are tied to membership retention, welcoming new members, etc.
- Attends all chamber events, evening and office hours
- Other duties as assigned by the President

Knowledge, Skills and Abilities:

- Strong organization, time management and multi-tasking skills, detailed oriented
- Must have previous sales experience, preferable B2B.
- Self-starter with a professional appearance
- Proficient in Microsoft Office programs including Outlook, Excel, Word and social networking websites
- Must have/maintain a dependable vehicle with proof of license and insurance
- Ability to prospect/cold-call new businesses and to upgrade and sell major accounts
- Strong verbal and written communications skills
- Creative thinking/problem solving skills in order to think outside the box to offer new ideas, concepts, solutions, etc.
- Capable of maintaining sensitive/confidential information
- Must be a team player that works well in an adapting environment
- Must have the ability to foster the values of member relations
- Exceptional people skills with an outgoing personality
- Must be able to support off hour events and work a flexible schedule

To apply for this position, please submit resume, letter of interest and salary expectations no later than July 23, 2010 to:

**Winona Chamber of Commerce
Director of Business Development - Search Committee
P.O. Box 870
Winona, MN 55987-0870**