

The West Richland Chamber of Commerce is currently expanding our sales team. Our Chamber is a private, non-profit, membership-driven organization comprised of business enterprises, civic organizations, education institutions and individuals.

Under minimal supervision, this position is responsible for selling Chamber memberships to prospective non-member businesses by communicating the benefits of the Chamber. Provides detailed information on various programs offered through the Chamber and orients the client to the organization. This position reports directly to the Executive Director.

**Job Title:** Membership Sales Representative (Outside)

**Sells:** Membership & Sponsorships for community events

**Staffing:** Subcontractor, prefers to have own business license

**Wage:** Salary + Commission

**Position Responsibilities:**

- Contact, acquire and sell new Chamber memberships and sponsorships for all chamber events
- Schedule appointments and personal visits with prospects
- Achieve budgeted revenue goals
- Comfortable with working out and around the Tri-Cities area much of the time, with some occasional time in the office
- Actively seeks new businesses and follows up appropriately
- Maintains knowledge of goals, objectives and services provided by the organization
- Remains 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
- Attends regular sales/staff meetings
- Other duties as assigned by the Executive Director

**Knowledge, Skills and Abilities:**

- Strong organization, time management and multi-tasking skills, detailed oriented
- Must have previous sales experience
- Self-starter with a professional appearance
- Proficient in Microsoft Office programs including Outlook, Excel and Word
- 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
- One who can 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 outgoing personality
- Flexible schedule