



Position Title: Membership Director

Overview:

We're looking for a friendly and enthusiastic Membership Director to join our team at the Greene County Chamber of Commerce! In this role, you'll help us grow our membership and strengthen our community connections.

Reports to: President & Executive Director.

Location: Greene County Chamber of Commerce Office in Catskill, NY

The Role:

- Bring in New Members: Use your sales skills to attract new members while ensuring our current members feel valued and engaged.
- Keep Members Happy: Develop strategies to maintain and strengthen relationships with our existing members.
- Find New Opportunities: Explore ways to generate additional funding through sponsorships and partnerships.

Day-to-Day Tasks:

- Manage Sales: Oversee the entire membership process from finding potential members to following up after they join. This includes keeping track of information and sending out welcome packets.
- Welcome New Members: Organize orientations to help newcomers navigate Chamber services and meet other members.
- Stay Connected: Regularly reach out to members throughout the year to keep them engaged and informed about Chamber offerings.
- Build Relationships: Foster strong connections with members and share insights with the team.
- Plan Events: Coordinate and lead ribbon-cutting ceremonies and other member events.
- Sponsorship Outreach: Identify potential sponsors and future leaders for committees and boards.
- Create Marketing Materials: Help with the production of our Membership Directory and quarterly magazine.
- Master Our Tools: Learn to use ChamberMaster software for reporting and promoting events, and manage our social media presence.
- Communicate Effectively: Design engaging flyers, newsletters, and press releases to keep our community informed.
- Gather Feedback: Create and analyze surveys to understand how we can improve.

Additional Responsibilities:

- Represent the Chamber at events and build relationships with members.
- Assist in the Chamber office by greeting visitors and answering phones.
- Be open to other tasks as assigned by the President/Executive Director.

**Education, Experience & Skills Required:**

- Associate's degree and demonstrated excellence in sales in related field preferred.
- Familiarity with small business challenges is a plus.
- Confidence in building relationships and securing sales.
- A genuine passion for our mission and for supporting Greene County.
- Strong communication, public relations, and marketing skills.
- Proven experience in social media management is essential, as it plays a pivotal role effectively engaging and recruiting Chamber of Commerce members.
- Proficiency in a digital design program like Canva is crucial to create content that captures attention and communicates our message effectively.
- Proficiency in Microsoft Office and a willingness to learn new software.
- Working knowledge of Greene County.
- A team player who can adapt to changing needs.

Employment Details:

This is an at-will position with a 90-day probation period.

Join Us!

If you're excited about making a difference in our community and helping our Chamber thrive, we'd love to hear from you!

Send cover letter and resume to info@greencountychamber.com