ABOUT US

The Pennsylvania Chamber of Business and Industry—the Statewide Voice of Business™ —is the largest broad-based business association in Pennsylvania, comprising close to 10,000 member businesses of all sizes and industry sectors throughout the state—from sole proprietors to Fortune 100 companies. The Pennsylvania Chamber is not affiliated with any political party and is not part of government. Our mission is to articulate and advocate on public policy issues that will expand private sector job creation and lead to a more prosperous Pennsylvania for all its citizens. Our organization is also dedicated to helping businesses understand the complexities of state and federal workplace rules through a variety of educational services.

OPPORTUNITY

We are seeking a **Member Executive** to join our team. The Member Executive is responsible for researching and contacting businesses in Pennsylvania and former members of the Chamber in an effort to gain new investor and non-investor memberships. This person meets with investor members to speak about the benefits and resources the Chamber can offer and ensures that every member of the Chamber receives the highest value from their membership. The successful candidate will have a passion for our mission and be able translate that passion into growing our membership.

PRIMARY RESPONSIBILITIES

Manage relationships with primary points of contact with current members through established CRM guidelines to ensure retention of members.

Maintain a working knowledge of all current business and legislative issues as well as the Chamber position on issues to communicate with and educate all members and non-members.

Research non-member businesses to build pipeline of new member prospects.

Perform prospecting activities, including but not limited to, cold-calling, territory field work, and follow up on all incoming leads and referrals.

Retain complete and thorough documentation of all customer interactions and performing membership processes; including but not limited to invoicing according to database standards set by management.

Contact members whose dues are unpaid to encourage payment while ensuring members are receiving value for their membership investment.

 Contribute to the overall success of the organization by performing other duties as assigned and participating in special projects and corporate events per Director of Membership

Conduct workflow and time management skills in a manner that maximizes resource investment of the Chamber and meets established goals set by Director of Membership

SKILLS & EXPERIENCE

A bachelor’s degree in a related field and at least 3 years of work experience in sales or customer relations is preferred; experience in membership-driven business development is a plus. This position spends a great deal of time traveling to member businesses and events, so a valid Pa driver’s license and properly insured vehicle is required.

The Chamber offers a competitive base salary plus commission, with bonus opportunities and a comprehensive benefits plan.

Please forward your resume and cover letter including your salary expectations to jobs@pachamber.org.

The Pennsylvania Chamber of Business and Industry is proud to be an Equal Opportunity Employer. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better we are able to fulfill our mission of being the Statewide Voice of Business™.