

SAN ANGELO

Chamber of Commerce

TITLE: Director of Member Relations

REPORTS TO: President

PURPOSE:

This position is the member relations manager for the San Angelo Chamber of Commerce. He/she is responsible to the President of the Chamber for the full range of activities related to the membership development and retention as well as sponsorship/fundraising.

RESPONSIBILITIES:

MEMBERSHIP

- Oversee membership services programs for Chamber members.
- Works with Director of Communications to develop a member benefits package and a renewal benefits package.
- Design, and implement the membership retention program.
- Increase Chamber membership annually
- Supervise Event Coordinator in the successful implementation of monthly and annual membership activities and events
- Solicit sponsorships, Cornerstone, giveaways and silent auction items for Chamber events and activities

EVENTS

- Support all membership functions and events of the Chamber through solicitation of sponsorships and other help as needed:

PROGRAMS

- Coordinate and staff the Leadership San Angelo program and serve as staff liaison to the Leadership San Angelo Alumni Association.

WORKING RELATIONSHIPS:

Directly Supervises:

Event Coordinator
Receptionist

Works Closely With:

President
Director of Operations
VP of Economic Development
VP of Convention & Visitors Bureau
Membership Director
Chief Financial Office

Please submit cover letter and resume' to searchcommittee@sanangelo.org