



Position: Business Development Manager

Position Summary:

Introduce area businesses to the Billings Chamber of Commerce membership by sharing the organization's mission, vision, strategic priorities and tiered benefits. Engage Chamber members in sponsorship, advertising, and other Chamber products and services utilizing the Chamber's comprehensive investment toolkit.

Key Accountabilities:

Directly responsible for the recruitment of new members, onboarding, and engagement as well as working with existing members to connect to event sponsorships, advertising and other Chamber products/services.

Work independently in the sales role while working with the Membership Team and entire staff to reach membership sales, retention, and sponsorship and advertising goals.

General Duties and Responsibilities:

Comprehensive Investment Opportunities

- Utilize, review and adjust the Chamber's annual comprehensive investment toolkit with the Chief Operating Officer and President/CEO to outline investment opportunities and demonstrate value to the members.

New Membership Sales

- Sell new memberships by analyzing market for prospects and prioritizing those prospects.
- Manage and coordinate membership drives.
- Assist in development of membership sales and promotional materials.
- Support event sponsorship and other programs and products by presenting information to all new members.
- Accurately articulate membership value and all membership benefits to potential and existing members.

- Accountable upon request for sales effectiveness and goals.

Migration of Existing Members

- Analyze existing membership for potential upsell opportunities to enhance their benefits and become further engaged in community priorities.

Sponsorships

- Sell event and program sponsorships.
- Retain existing event sponsorships.

Advertising Sales

- Directly responsible for selling all Chamber publication advertising including: eNews, website and other products.
- Proactively solicit advertising through ongoing relationship building with membership.

Member Onboarding and Retention

- Lead and coordinate the member onboarding process including new member orientation (Chamber Journey), communications and social media promotion.
- Utilize, review and adjust the Chamber's member engagement plan.

Ambassador Committee

- Recruit, train and retain members of the Ambassador Committee in conjunction with the mission of this committee.
- Lead this committee and keep them engaged by providing benefit in exchange for their volunteer time.

Member Records

- Become proficient in the use of membership software, including database entry and management of member records.
- Assist in accounts receivable collections.

Project and Team Management

- Assist in the management and day-to-day operations of special projects as assigned.
- Lead a team of professionals for successful recruitment

General

- Operate within the organizational marketing plan and budget.
- Integrate technology and other innovative methods into sales presentations
- Respond in a timely manner to member inquiries regarding publication listings, benefits, events and dues.
- Prepare and submit all reports in a timely manner.
- All other duties as assigned.

Qualifications:

Skills	Demonstrable skills in working with people. Outstanding communication skills, written and verbal, required. Excellent organization, proficient computer skills and accurate record keeping are critical. Self-motivated.
Qualifications/Experience	College degree or equivalent experience in professional sales (three years minimum, five preferred). Proven track record in sales and fundraising.
Compensation	Base salary starting at \$50,000 depending on experience; generous commission for all sales; bonuses for successful achievement of goals; all to be outlined in annual compensation agreement.
Annual Accountability Measures	Reaching or exceeding predetermined sales goals for dues and non-dues revenue.
Team Promise	The Billings Chamber and Visit Billings are committed to moving our community forward. As a staff, our Team Promise is to passionately deliver each of these values to our community and our members... Always: WOW Factor; Innovation; Knowledge; Integrity; Leadership; Laughter!

Position Specifications:

Business Development Manager
October 2021

Reports to:	Chief Operating Officer
Classification/Hours:	Exempt, regular, full-time
Benefits:	Medical, dental, life and long-term disability insurance; flex program, paid vacation and sick leave, holidays, 401(k)

Application Process

Required Materials:	Cover letter, resume, three professional references
Send to:	Human Resources PO Box 31177, Billings, MT 59107 jennifer@billingschamber.com