<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Membership Sales Representative</th>
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<tbody>
<tr>
<td><strong>Position Type:</strong></td>
<td>Full-time</td>
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<tr>
<td><strong>Department:</strong></td>
<td>Customer Experience</td>
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<td><strong>Reports to:</strong></td>
<td>Membership Sales Director</td>
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**Position Summary**
The Membership Sales Representative is responsible for working with customers to ensure a smooth sales process and meet sales goals. This individual is responsible for learning about customer needs, qualifying for the best sales method, and nurturing customers to a closed sale.

**Roles and Responsibilities**

**GENERAL RESPONSIBILITIES:**
- Source new sales opportunities through inbound lead follow-up and outbound cold calls and emails
- Research accounts, identify key contacts and generate interest
- Understand and demonstrate the value of Chamber membership and other offerings to the customer
- Qualify leads for sale and route to the appropriate sales method
- Prepare proposals and present engaging information about the Chamber’s value proposition to potential customers
- Meet sales goals and objectives set by leadership

**AS A MEMBERSHIP SALES REPRESENTATIVE, YOU ARE EXPECTED TO:**
- Maintain well organized, up-to-date, and accurate sales information in Salesforce CRM
- Meet personal sales goals
- Contribute to organizational sales goals
- Attend all Chamber events and attend external organizations events to support sales and lead generation
- Be comfortable working independently and also with multiple teams within the organization
- Gain a well-rounded understanding of the organization and general functions of all departments

**QUALIFICATIONS**
- 2 + years of sales experience preferred, but not required
- BA in Business, Marketing, Communications or closely related field preferred, but not required
- Salesforce experience a significant plus

**ADDITIONAL NOTES**
This position is based in Austin, TX. This individual will be permitted to work in a hybrid remote/in-office arrangement, for the time being. This individual will be expected to work in the office 3 days a week and as needed. Some events that fall outside of regular working hours may be required. This position pays $48,000 annual salary, in addition to a comp plan to be discussed with hiring director. This position is full-time and includes comprehensive healthcare and contributions toward a retirement fund.

Last Updated By: Emily Weisz  
Date: 5/31/2023