

## **Business Development Position (Full time)**

The North Dallas Chamber of Commerce is a private, nonprofit, membership-driven organization comprised of Dallas area business enterprises, civic organizations, education institutions & nonprofit organizations. Through a variety of partnerships, volunteers, & visionary civic leadership, we mobilize resources to support & sustain the economic prosperity of the North Texas region.

We are seeking an ambitious, results-driven business development professional to drive the Chamber's annual member & sponsorship revenue goals. The successful candidate must be a willing prospector that possesses excellent sales & communication skills while also being highly organized & motivated.

### **Position description, duties, & responsibilities.**

- Utilize standardized sales and development processes & techniques to prospect, follow-up, sell memberships, sell sponsorships, & achieve sales quota.
  - **Membership Development**
    - Prospect, identify, initiate, develop, and nurture business relationships and opportunities.
    - Manage inbound warm leads from members and staff.
    - Onboarding, new member orientations & membership benefit utilization.
    - Attend Chamber committee meetings and business community leads groups.
    - Develop & maintain a quality prospective member list in the Chamber's CRM database.
    - Assess prospective member needs & motivations to make appropriate connections to Chamber programs and benefits that correlate to their business objectives.
  - **Membership Retention**
    - Develop and implement an on-going retention plan for Business Investor, Business Partner, and Entrepreneur level memberships with regular follow ups during the renewal process.
    - Membership benefit enhancement and utilization.
  - **Sponsorship Development**
    - Partner with program/event leads to actively leverage sponsorships & membership upgrades to drive new revenue & deeper member engagement.
      - Sponsorship benefit enhancement.
      - Focus on 15-20 major events & business program series.
      - Leverage naming opportunities in Chamber office.
- Consistently achieve development and sales activity & production targets.
- Attend Chamber and community events to foster and maintain relationships.

### **Knowledge, Skills & Abilities**

- Bachelor's degree preferred.
- 3+ years of experience in a business development, sales, fundraising, or industry related environment are a must.
- Existing connections to the Dallas & North Texas regional business community a plus.
- Self-starter with demonstrated skills in taking initiative, problem-solving, negotiating & driving results.
- Aptitude for working with volunteers & building relationships at all levels of an organization.
- Excellent writing & communication skills with the ability to develop & sustain business relationships.
- Knowledge of MS Word, MS Excel, MS Outlook, MS PowerPoint, CRM databases & software.
- Highly detail oriented with superior organizational skills & ability to work a flexible schedule as needed.
- Valid driver's license & reliable personal transportation to effectively visit potential members & investors.

### **Essential Functions**

- Work environment: Normally a typical office environment with people, with minimal exposure to excessive noise or adverse environmental issues, with occasional outdoor exposure to heat, cold, & environmental elements.
- Physical demands: Manipulate, handle, feel, & control items or equipment. Able to read, write, & interpret written documents. Occasionally lift & move objects weighing up to 25 pounds with other duties as required.

**Compensation plan & benefits are competitive with the local market & commensurate with the applicant's experience.**

**Compensation: Minimum \$30K salary + commission with enhanced opportunity when meeting or exceeding stated sales and development goals.**