

MEMBERSHIP DIRECTOR

The primary goal of the Membership position is to retain and increase membership.

Duties and Responsibilities

- Participates in committees to market Connections; including membership drives, Chamber of Commerce Booths, or other methods of contacting the community.
- Handles Chambers of Commerce that Connections belongs to and provides membership an opportunity to attend events so that Connections will be represented.
- Oversees Ambassador program which handles orientations for new members to ensure their understand and participation in the organization.
- Responsible for the retention activities to ensure members renew their dues.
- Responsible for responding to membership issues and decisions regarding individual membership questions.
- Responsible for following up with guests (prospective members) and inviting them to join.
- Responsible for putting together budget with regard to number of members annually that will join and renew.
- Responsible for creation and printing of membership materials, such as brochures.