



## **Membership Manager - Base Salary plus commission**

This is a full-time, onsite position in Shawnee, Oklahoma.

Benefits include 401k, dental insurance, health insurance, and paid time off. In addition to the base salary. This position is eligible for monthly commissions.

To apply, email a cover letter and resume to **CEO@ShawneeForward.com**

### **POSITION DESCRIPTION:**

**Membership** – To progress Shawnee Forward’s membership development and retention strategy to grow business engagement in Shawnee Forward. This includes meeting or exceeding membership goals, educating members on engagement opportunities and the benefits of membership, and establishing and maintaining relationships with new and current members.

**Programs & Publications** – To promote and grow active partnerships with existing and new members, demonstrating the value Shawnee Forward brings to their organization. Growing involvement in and support of Shawnee Forward publications and events, and encouraging member team engagement in the events and programs are priorities of this role.

### **RESPONSIBILITIES:**

#### Membership

- Achieve and maintain monthly membership recruitment goals.
- Assist in the development and implementation of a strategic sales plan to grow the membership base of Shawnee Forward.
- Connect with existing members to encourage engagement and awareness of member benefits.
- Assist in the creation and implementation of membership retention initiatives.

#### Programs & Events

- Actively support and participate in Shawnee Forward events, including those events focused on growing member connections. Business After Hours, Coffee with Community, and more.
- Development of a strategic sales plan to acquire and retain sponsorships for Shawnee Forward events and programs.

#### Publications

- Grow advertising in Chamber publications, and the Shawnee Forward website to meet revenue goals.



#### Committees

- Manage and support the Ambassador Committee of Shawnee Forward.

#### Other

- The membership Manager must be visible and engaged in the community, attending Chamber events and being a positive representative of Shawnee Forward in the Pottawatomie County community and surrounding area.
- Other duties as assigned by the president.

#### **REQUIRED SKILLS:**

The ideal professional for this role will possess:

- Experience and ability to effectively communicate with various audiences, listen, speak, write, present, and interact appropriately with public and private individuals and groups.
- Ability to develop and maintain relationships with business members.
- Knowledge of business-to-business sales practices.
- Knowledge of event planning and promotion.
- Creativity and strategic thinking.
- Strong organizational practices to ensure project timelines and standards are met.
- Must have a valid driver's license.

This person should have excellent verbal and written communication skills, and sales experience. Canva, Constant Contact, Excel, PowerPoint, and Word experience are welcome, and will be considered when choosing the best applicant for this position.

#### ABOUT SHAWNEE FORWARD:

Shawnee Forward is a business member organization dedicated to providing resources, information, advocacy, and opportunities to connect to the Pottawatomie County area business community.