

**Membership Manager**  
**Birmingham Bloomfield Chamber**

1. Responsible for acquisition of new and retention of existing BBCC members (16 per month resulting in \$4480 in new member sales monthly) which includes:
  - a. Territory/area management
  - b. New business contacts
  - c. Sales presentations
  - d. Follow-up and contact management
  - e. Membership campaigns and special programs
2. Manage timely membership billings, accounting and communications including but not limited to: invoices, dues account receivables, past due letters and reminders via calls, email and letters
3. Input and maintain member information in chamber database
4. Generate monthly and annual BBCC membership sales report.
5. Procure and manage all member benefit programs, including but not limited to Office Depot, BCBS, DHL Shipping, etc.
6. Responsible for the procurement, presentation and delivery of all new member communication items, including plaques, new member kits, etc.
7. Coordinate and present all new member quarterly informational sessions (Chamber 411 program).
8. Coordinate LEAP Program, including but not limited to; the management of the LEAP Planning Committee and all quarterly forums.
9. Attend all Chamber functions as a venue for prospecting.
10. Identify sponsorship opportunities for Chamber events and programs and work with the Event and Marketing Communication Director.
11. Manage and coordinate the following committees:
  - Ambassadors Committee
  - LEAP Planning
12. Perform additional responsibilities as assigned by the President and not inconsistent with the previous responsibilities.

**Required Skills and Abilities:**

- Well-organized with strong attention to detail
- Ability to multi-task efficiently
- Ability to establish and maintain effective working relationships with internal managers and employees, as well as interface with committees and Board of Directors.
- Ability to possess strong communication (both verbal and written) skills, and exchange information with others clearly and concisely
- Ability to effectively manage workflow
- Ability to envision/execute short- and long-term goals
- Strong analytical, decision-making and problem solving skills and abilities
- Ability to develop ideas and strategies that affect revenue
- Ability to respond to the frequent pressures of meeting deadlines
- Ability to work harmoniously and effectively as part of a team
- Database management experience and working knowledge of Microsoft Office Suite (Word, Excel, Outlook)

**Education and/or Experience:**

1. Bachelor's degree
2. 5-7 years sales/marketing experience

**Resume & Salary**

Please send salary requirement and resume to:

Carrie Zarotney  
Birmingham Bloomfield Chamber  
124 W Maple Rd  
Birmingham, MI 48009

OR

[carriez@bbcc.com](mailto:carriez@bbcc.com)

NO CALLS PLEASE.