



## New Member Sales Representative

Founded in 1922, Chamber of Commerce Mountain View is a Silicon Valley-based non-profit public benefit corporation dedicated to enhancing the economic viability of the community. Funded by its membership of over 550 organizations and businesses, the Chamber serves as the collective voice of local business and industry. The New Member Sales Representative will be a key player in rapidly expanding membership growth. The successful candidate will be a relationship builder with a proven history of success in sales.

### Sales & Marketing

- In coordination with Membership Sales Director, target/solicit businesses to become Chamber members.
  - Develop contact network and cold call potential member companies to achieve goal of at least 15 new members per month.
  - Keep detailed records of outreach/correspondence. Monthly reports to Mem. Sales Director.
- Compile membership materials (New Member Packets, etc.) as needed. Work closely with the Membership Sales Director in creating marketing materials for consistent Chamber branding.
- Build Chamber's brand identity using the four core competencies.
- Distribute incentive collateral to members, including membership plaques.
- Maintain regular contact with new members during their first membership year.

### Reports, Current Records and Accuracy

- Responsible for making sure your client information in the database is accurate and up-to-date.
- Coordinate month-end new-member reports with Membership Sales Director.
- Coordinate, as necessary, with Office Manager on accounts receivable.
- Prepare weekly reports for Membership Sales Director, including progress on sales, future leads, etc.

### Programs and Website

- Coordinate Ribbon Cuttings for client portfolio.
- Attend the Ambassador's meeting each month.
- Attend one Business Mixer per month.
- Option to attend/participate in Chamber programs and events.

### **Knowledge and experience required:**

- Positive attitude, with the drive and motivation to get the sale; integrity and honesty
- Minimum one year related experience in sales and/or customer service
- Excellent written and oral skills
- Demonstrated ability to stay on goal and within deadlines
- Sound judgment, tact, and diplomacy in dealing with a variety of personalities and situations
- Knowledge of computers and programs such as Word and Excel. FileMaker Pro a plus
- Valid California driver's license and ability to drive own car to meetings, potential member sites, etc.
- Strong work ethic -- thrive on working independently while also seeing the department as a whole.

This is a commission-only position and requires some early morning and evening meetings/events. This job has a 90-day probationary period. No benefits. Reports to Membership Sales Director. Start date is immediate; position open until filled. **Send letter of interest and resume to:** Chamber of Commerce Mountain View, Attn: NMSR, 580 Castro Street, Mountain View, CA 94041; Fax: 650/968-5668; E-mail: [cacosta@chambermv.org](mailto:cacosta@chambermv.org)

**Please no phone calls**

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