



131 S. Fraser St., Ste. 1
State College, PA 16801

814-234-1829

www.cbicc.org

Title: Director of Membership Engagement

Full job description:

The Chamber of Business and Industry of Centre County (the Chamber) is seeking an experienced, highly motivated, self-driven individual to serve as our Director of Membership Engagement.

This individual will be responsible for membership and business development, corporate sponsorship, programs and events coordination, and volunteer engagement.

Relationship building, customer service, leadership, organization, attention to detail, flexibility, time management, and teamwork are critical for this position.

The Director of Membership Engagement will report directly to the President & CEO.

Principal responsibilities include, but are not limited to:

- Recruitment of new members to the Chamber by identifying individuals, companies, or industry sectors that are not currently members, cultivating relationships, and converting those prospects into dues-paying members.
- Manage programs and services that grow member businesses, increase the Chamber's overall retention rate, and service member needs.
- Manage retention efforts of existing members by ensuring that current members have opportunities for engagement, are communicated with regularly, and receive value for their membership dues.
- Lead and grow corporate sponsorship for programs and events.
- Engage and manage members as volunteers to assist in the mission of the Chamber.
- Oversee the Chamber CRM systems to main database integrity and accuracy, report and track pipeline, sales, member contacts, and member engagement.
- Organize and manage annual member events, including ribbon cuttings and milestone celebrations.
- Attend, support, and participate in Chamber events, including nights and weekends, as necessary.
- Act as spokesperson for events and media interviews when appropriate for the Chamber.
- Oversee the Chamber Ambassador Program. (The Ambassador Program comprises a team of volunteers who serve as Chamber Champions, acting as advisory committees and extending the Chamber reach by participating in ribbon-cutting ceremonies, milestone celebrations, events, and various programs.)
- Supervise the Program and Events Coordinator position and the Database Coordinator position.

Qualifications:

- Minimum of two-three years sales, business development, or fundraising experience.
- Excellent negotiation skills and proven record of increasing revenue through sales and sponsorship revenue.
- Strategy and business plan experience, including the ability to manage detail-oriented programs and projects.
- Strong verbal and written communication skills, good decision-making skills, and excellent interpersonal, organizational, multi-tasking, and time-management skills.
- Must be able to work well in, and contribute to, a team environment.
- Ability to work a flexible schedule as needed.

Salary commensurate with experience.

The Chamber offers a competitive benefits package, including PTO, health, dental, vision, life insurance, disability and 401(k) plan.

Qualified applicants will be considered immediately. Only those applicants with appropriate experience will be contacted. No phone calls please. Submit a cover letter and resume by email to Donna Newburg (dnewburg@cbicc.org) or by regular mail to the Chamber of Business & Industry of Centre County, 131 S. Fraser Street, Suite 1, State College, Pa 16801.

The CBICC is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment.

The organization:

The Chamber is a private, nonprofit, membership organization comprised of 700 business enterprises, civic organizations, educational institutions, government entities, and individuals. Our mission is to provide visionary leadership to support business and economic development and to enhance and promote a high-quality of life in Centre County, Pennsylvania.

The organization was formed when the State College Chamber of Commerce (established in 1920) and the Centre County Industrial Development Corporation (established in 1956) combined into a single operating entity in 1992. Today, the CBICC staffs and manages three corporate entities under its umbrella:

- The Chamber of Business & Industry of Centre County (CBICC) – 501c(6) membership organization governed by a single 22-member (maximum) Board of Directors.
- Centre County Industrial Development Corporation (CCIDC) – 501c(4) charged with promoting economic development throughout Centre County.
- Chamber Foundation of Centre County – 501c(3) charitable organization focused on economic development and education initiatives, while offering tax advantages to businesses or individuals that make certain charitable contributions to support CBICC/CCIDC professional/workforce development initiatives.

Work location: State College, Pennsylvania