



We are an independent, non-profit organization that is the convener, voice and advocate of our region's business community.

**TITLE:** Business Development Manager

**REPORTS TO:** Senior Vice President, Membership

**SUMMARY:** Develop and implement strategies and initiatives to increase membership and direct selling.

**DUTIES & RESPONSIBILITIES:**

- Research and identify new prospects for Chamber membership with a focus on small businesses.
- Utilize database to manage prospect pipeline to effectively monitor and track member development.
- Successfully meet or exceed sales goals quarterly
- Efficiently move prospects through the pipeline
- Develop and implement short and long-term strategies designed to attract new members.
- Work with President/CEO and Senior Vice President, Membership to close major sales.
- Provide Senior Vice President, Membership assistance with the Membership Committee.
- Identify opportunities to leverage relationships of Chamber CEO, management team, Board of Directors, and members to increase membership sales.
- Schedule appointments and personal visits with prospective companies.
- Work with the member services team to continually evaluate levels of participation of current members and research potential upgrade of membership fees.
- Attend all Chamber events/leadership council meetings and assist where needed.
- Work with Senior Vice President, Membership to identify new programs/initiatives to engage new members.
- Review, research and follow up with inbound leads
- Cultivate and maintain an extensive knowledge of Chamber programs, services, initiatives, as well as the Greater Boston business community at large.
- Execute Onboarding for first year members.
- Manage first year members engagement with 3, 6, 9 touch points.

**REQUIREMENTS:**

- 3 years direct experience in sales or membership development preferably in the nonprofit sector.
- Goal oriented sales professional.
- Ability to formulate strategic plans and successfully implement.
- Work effectively in a team environment.
- Excellent verbal/written communication skills.
- Excellent interpersonal skills.
- Ability to effectively present and close a selling opportunity.
- Ability to interact with senior level executives.
- Excellent computer skills and knowledge of MS Office 356 (Word, Excel, Outlook, PowerPoint).

If interested in this position, please contact:

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