



Mission: To support our membership through cooperative economic development and community service.

Job Description

POSITION TITLE: Membership Director

SALARY RANGE: DOE

STATUS: Permanent Full-Time

REPORTS TO: Executive Director

Job Purpose

The Membership Director (director) is responsible for member relations to include: sharing the benefits of Chamber membership to potential new members to include marketing, networking and referrals. Emphasizing member benefits and nurturing member retention through ongoing communications with members and the community. This key position is responsible for the majority of all revenue that comes into the Chamber.

Primary Duties and Responsibilities

1. Coordinate annual membership renewal.
2. Conduct outreach to new and existing members in person, by email or over the phone, developing one-on-one relationships.
3. Greet and meet new business owners and solicit membership applications.
4. Generate new members enrollment and maintain new member packet.
5. Promote membership benefits in local media and community.
6. Manage and implement all membership fee-based services and information.
7. Responsible for membership directories and information on www.HomerAlaska.org
8. Address all membership feedback comments as per policy/procedures.
9. Work with other committees, organizations and agencies to coordinate new services and networking to benefit members.
10. Coordinate and send out weekly members updates and newsletter.
11. Maintain and update membership information in published materials/directories.
12. Work with Marketing Director to update Visitor Guide membership listing.
13. Facilitate membership networking events including but not limited to Membership Luncheons, member forums, etc. Assist with selecting speakers and hosts for the events and promote via eNewsletters. Work with Marketing Director on ad placement with local media.



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14. Actively post on Homer Chamber social media pages. Coordinate posts with Marketing Director for cross promoting across all pages.
15. Cross train Visitor Center Manager on membership renewals.
16. Update Membership information books for Visitor Center volunteers.
17. Provide Visitor Center Manager up to date brochure distribution lists.
18. Work with Executive Director on purchasing supplies and equipment.
19. Coordinate annual visitor guide publication and photo contest.
20. Coordinate committee meetings, complete minutes and assist with action items.
21. Work with committee to operate within provide marketing budget.
22. Coordinate with Winter King Tournament Committee to list sponsorship opportunities on membership forms.
23. Work with bookkeeper on depositing all monies collected from membership events.
24. Assist with programs and events as needed.
25. Provide monthly report for Board of Directors; include website analytics and any trends and updates on marketing efforts.
26. Other duties as assigned.

Skills Required

1. Experienced in using CRM software.
2. Experienced with Microsoft Office Products
3. Strong knowledge of promoting brands on major social media platforms.
4. Strong accounting skills, Quick Books knowledge preferred.
5. Strong business networking skills
6. Event management experience
7. Customer Service Experience

Rev. November, 2021