



OUR VISION

The Vision of the Jackson Hole Chamber of Commerce (The Chamber) is to provide leadership by improving the quality of life in a world-class destination renown for our vibrant economy, dynamic and welcoming community, and treasured environment.

OUR MISSION

The Mission of the Jackson Hole Chamber of Commerce is to champion the interests of local businesses, enhance their prosperity and strengthen the year-round economic climate of Teton County.

DIRECTOR OF MEMBERSHIP JOB DESCRIPTION

Classification: Year Round/Full Time

Reports to: President & CEO

Primary Purpose: The Chamber is a membership organization serving approximately 900 businesses and nonprofits in the Jackson Hole area and gateway communities to the national parks. Everything we do is in support of their and our community's success. The Director of Membership leads the Membership Department, overseeing critical Chamber revenue that is generated from three programs: 1) Membership, 2) website advertising, and 3) the Explorer Magazine travel planner.

This is an incredible career opportunity for any individual with experience in growing and maintaining constituencies. The position will require experience in sales and project management with highly developed people skills. Oversight of budget and meeting identified targets is crucial as well.

Director of Membership Duties

Sales Objectives:

- Develop and strengthen Chamber relationships with businesses.
- Retain and grow Chamber membership.
- Contribute to the growth of Chamber revenue through Member dues, Explorer Magazine ads, and ads on the Chamber website, jacksonholechamber.com.
- Lead the Membership Department, with the Membership and Database Coordinator as a direct report.

Sales Duties

- Manage the Chamber's Membership Program, including identifying and recruiting new members, welcoming and onboarding new members, and reassessing and executing a Membership Retention Program.
- Lead the 7-person volunteer Membership Committee, which is comprised of many local business leaders, who guide and support the Membership Program and also serve as the selection committee for the Chamber's Annual Award recipients.
- Develop, conduct, and assess an annual Membership survey to be shared with the Chamber's Membership and community.

- Own the jacksonholechamber.com advertising program, which includes sales, renewals and upselling current ads, and implementation.
- Own the production, ad sales, and distribution of the annual Explorer Magazine travel planner, while serving as part of the sales team.
- Manage department budget and coordinate invoicing with the Directors and President and CEO.
- Perform special projects and provide reports as directed.
- Participate in Chamber events including but not limited to: Old West Days, the Fall Arts Festival, Santa on the Square and other holiday festivities, the Annual Awards Celebration, Chamber Mixers, Business Over Breakfast, and Business Development Luncheons.

Supervisory Duties:

- Number of Direct Reports: 1, the Membership and Database Coordinator
- Number of Total Reports: 1

Qualifications:

- **Communication:** Exemplary written and verbal communications skills
- **Personal:** Highly developed people skills to be able to develop relationships with both Chamber members while passionately representing Chamber's vision, mission, and services. Experience managing a direct report.
- **Organizational:** Excellent time management, organizational, and project management skills. Exceptional attention to detail is a requirement.
- **Sales:** Must have significant experience in conducting sales of memberships and/or advertisements and building and strengthening member/client relationships.

Education or Formal Training:

- Bachelor's degree with 5 years of experience in related field preferred, or equivalent combination of education and experience.

The Chamber of Commers is an Equal Opportunity Employer.

BENEFITS INCLUDE: Adaptive Work Environment, Health/ Dental/ Vision, Generous PTO and Public Holidays, Wellness Stipend, 401K Match

***Note:** This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. *Employees are held accountable for all duties of this job.*

To apply submit a resume to Vice President Rick Howe at rick@jacksonholechamber.com. You're welcome to call 307-733-3316 with any questions.