

## **MONTANA CHAMBER OF COMMERCE**

Membership Director

Description Status: Exempt

Responsible to: President/CEO

### **About the Position:**

The Montana Chamber of Commerce seeks an energetic, self-motivated individual to provide excellent service to the existing membership of the Montana Chamber of Commerce and the Montana Manufacturing Association. This individual will also welcome new members to the benefits of these organizations. All this will be coordinated through the organizations 10-year strategic plan, Envision 2026.

The Membership Director oversees planning, development and management of the current and future membership of the Montana Chamber of Commerce and its subsidiary, the Montana Manufacturing Association. Initiatives include short- and long-term strategies for membership retention, as well as new sales.

### **Core Job Functions:**

- Develop and implement a comprehensive membership recruitment and retention strategy, in line with Envision 2026, the 10-year strategic plan.
  - Identify prospective members and develop original approaches to reach them; and research and analyze membership needs.
  - Respond to contacts from current and prospective members and track results.
  - Meet or exceed sales goals set in conjunction with the President/CEO.
- Keep current of all the latest membership marketing techniques and employ them as deemed appropriate.
- Produce and maintain membership marketing materials. Represent the chamber and association at key events.

### **Ancillary Job Functions:**

- Regular reporting on membership issues.
- Participate in statewide and national groups.

### **Job Requirements:**

- At least three years of relevant experience and documented sales and/or membership success.
  - Experience working within a trade association, chamber, or membership organization preferred.
- Ability to travel within the state regularly and out-of-state several times a year.

### **Skills Requirements:**

- Experience with Applications/Software such as:
  - Microsoft Office Suite (Word, Excel, PowerPoint)
  - Membership Management software (Like Membee, ChamberMaster, etc.)
- Excellent communication skills (written, digital, and verbal)
- Goal- and results-oriented

- Ability to lift at least 40 pounds.

**Position Location:**

- Based in Helena, Montana, with some travel required.

**Benefits:**

- Salary, based on experience, plus commission.
- 100% Health insurance for employee
- Paid Time Off
- Retirement 401(k)
- Continuing Career Development assistance

**Where to Send Your Resume or If You Have Questions, Contact:**

- Daniel Brunell, Operations Director  
[Dan@MontanaChamber.com](mailto:Dan@MontanaChamber.com)  
888.442.MONT (6668) ext. 110

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