

To Apply:

Please e-mail a letter of interest, taking time to highlight why you are attracted to this position, and summarizing your previous sales and community development experience. Please also include a resume highlighting proven success in an outdoor sales position (preferred). This position remains open until filled and will begin immediately upon hire.

Send your information to info@paba.com, Attention: President

Membership Development Specialist (Outside Sales)

Job Description

The Portland Area Business Association (PABA), the LGBT Chamber of Commerce for the Portland & Vancouver Metro Area, seeks a part-time Membership Development Specialist. This individual will represent the organization to potential members, corporate partners and event sponsors. They will cultivate relationships and assist new members in understanding and maximizing their benefits and opportunities. They will also work with the board and leadership of the chamber to increase visibility and add value to the membership experience.

Essential Duties and Responsibilities of the Membership Recruitment Specialist:

- Develop and implement (upon approval) a membership and sponsorship recruitment plan including forecasts to achieve organizational goals and objectives.
- Set sales meetings with prospective new members, delivers the sales presentation and close the sale.
- Establish and maintain relationships with businesses and key strategic partners to insure feedback and referrals to potential new members.
- Act as a representative of PABA at professional events, community festivals and social activities (may include evening and weekend work).
- Review and analyze sales performance against goals and prepares sales reports and forecasts for presentation to the Executive Committee and/or the Board of Directors.
- Promote the benefits and value added to the community of PABA at all times.

Education and/or Experience:

Minimum of 3 years of sales experience or related experience desired.

Bachelors Degree in Marketing or Business preferred.

Additional experience in lieu of a degree will be accepted.

1-2 yrs of non-profit experience preferred (preferably in sales or membership acquisition).

Experience with Chamber of Commerce type organizations a plus.

Experience with the Gay and Lesbian and Transgender community a plus.

Experience with the Portland/Vancouver small business community a plus.

Skills and Abilities:

In-depth knowledge of sales techniques

Effective ability to communicate orally and in written form to a diverse range of individuals

Developed skills in presentation to large and small groups

Demonstrated ability to anticipate and solve practical problems and resolve issues

Ability to work independently with integrity and commitment

Strong interpersonal skills, maturity and good judgment

Compensation: Monthly allowance for expenses and commissions on membership sales and corporate sponsorships.

\$100 monthly travel allowance

40% commission on all new members recruited (cannot have been a PABA member in the previous 24 months)

10% commission on net cash value of all corporate members and event sponsors recruited.

Bonus for exceeding member recruitment goals of 5% on net income generated over targets.

Free access to all PABA events

PABA individual membership (\$160 value)