



Now Hiring: Membership Director

The Central Louisiana Regional Chamber of Commerce is currently seeking a motivated, creative, self-starter for the position of Membership Director.

Job Purpose: The Membership Director is responsible for recruiting and retaining Chamber members and working with the President to implement the Chamber's Plan of Work to foster success and growth of the organization and the business community. The Membership Director reports directly to the President of the Central Louisiana Regional Chamber of Commerce.

Key Job Responsibilities:

- Create and maintain a list of prospective chamber members
- Meet with potential chamber members to provide information and outline benefits of chamber membership
- Sign up new Chamber members to grow the organization according to pre-determined goals and objectives
- Assist events consultant in the sale chamber programs and sponsorships to increase Chamber income
- Manage and execute the Central Louisiana Chamber member retention plan
- Responsible for setting up Chamber New Member Orientations
- Responsible for working with marketing/website consultant maintaining and updating the Chamber website as well as Chamber's Facebook page and other social media platforms
- Assist President with implementation of Chamber initiatives to serve its members
- Responsible for handling scheduling, publicizing and logistics for the following programs:
 - o Membership Drives
 - o Ribbon Cuttings, Open Houses and Ground Breakings
- Effective recruiting and management of volunteers
- Handle planning and notification for committee meetings as assigned
- Write and distribute Chamber communications, including event invitations and e-newsletter
- Engage chamber members to encourage participation and attendance
- Attend Chamber Board meetings, Chamber Committee meetings, events and programs as required/assigned
- Serve as staff liaison with events consultant on major Chamber programs

Benefits

The Central Louisiana Regional Chamber provides competitive compensation and benefits, based on each team member's experience and qualifications.

To apply, please mail resume and cover letter to:

Deborah Randolph
President
Central Louisiana Chamber of Commerce
1118 Third Street
Alexandria, LA 71301

Or email application materials to drandolph@cenlachamber.org. No calls, please.

About Central Louisiana Regional Chamber of Commerce

The Central Louisiana Regional Chamber of Commerce, located in Alexandria, is a non-profit membership organization composed of businesses and industries in a multi-parish region. The Chamber provides value to members by advocating pro-business policies and delivering innovative programming and services, creating an environment for economic growth. The Chamber is an influential, dynamic force in the region serving as the leading voice for business.

For more information about our organization and our work, visit www.cenlachamber.org.