

Revised Notice of Position Vacancy: Membership Sales Director

Midwest City Chamber of Commerce
5905 Trospen Road
P.O. Box 10980
Midwest City, Oklahoma 73140

Need the guarantee of a salary plus the earnings potential of commission?

Need a flexible work schedule?

Want to work out of your home?

Want to be a part of an exciting community and business service organization?

The Midwest City Chamber of Commerce is seeking a Membership Sales Director. ***This is Temporary Employment with the option to hire after ninety days of satisfactory service.*** Previous sales success, familiarity with Midwest City, professional appearance, positive attitude and a self-starting work ethic is required. Go to www.AfterCareers.com for a position description and application information.

To learn more about the Midwest City Chamber of Commerce and the organizations affiliated with this position vacancy, please consult the following web sites:

www.midwestcityok.com

www.MWCOK.com

www.EastisIn.com

www.TinkerandthePrimes.com

www.AfterCareers.com

www.AeroEOC.com

What is Expected:

The success of the Membership Sales Director will be determined by his/her ability to generate revenue for the Midwest City Chamber of Commerce and its Economic Development Department through the sales of memberships, sponsorships and advertising. The Membership Sales Director should be able to demonstrate successful experience in business-to-business sales and/or public relations.

The Membership Sales Director must be a high school graduate. A college degree or some post-secondary education is preferred.

The Membership Sales Director represents the Chamber to the community, its businesses and community leaders by presenting a professional business image and positive attitude at all times. Telephone skills and the ability to speak well before public meetings are essential.

It is estimated that 90% or more of the Membership Sales Director's time will be spent out of the office working with current and prospective clients in the field. Self-motivation and time management skills are required for success in this position.

The position also requires computer literacy. Experience in MS Word, MS Excel, and MS Outlook are necessary to succeed at this position. The ability to perform administrative tasks such as completing forms

and reports accurately and efficiently are required.

Specific Duties:

- **The Membership Sales Director is responsible for recruiting:**
 - a. New members for the Midwest City Chamber of Commerce.
 - b. New and renewal sponsors for the East is In! Branded Marketing Campaign.
 - c. New and renewal sponsors for the Eastern Oklahoma County MRO & Aerospace Partnership.
 - d. New and renewal Economic Development Program Sponsors.
 - e. New Sponsors for the Tinker and the Primes National Business Event.
 - f. New Sponsors for the AfterCareers Career Transition Project.
 - g. New Sponsors for various events and publications for the Chamber and/or the Economic Development Department as may be assigned by the Executive Director or the Director of Economic Development.

- **The Membership Sales Director is also responsible for:**
 - a. Servicing and/or collecting 90 day past due or delinquent membership and/or sponsorship accounts as assigned by the Executive Director or the Director of Economic Development.
 - b. Assisting the Executive Director in implementing a Chamber membership drive and/or total resource campaign during the fiscal year.
 - c. Engaging in public relations activities on behalf of the Chamber within and outside the community.
 - e. Other sales related duties and accounts as assigned by the Executive Director and the Director of Economic Development.

General Information and Additional Duties:

The Membership Sales Director shall be required to drive a motor vehicle in the completion of his/her sales activities, and is expected to maintain a valid Oklahoma Drivers License and proof of insurance during the term of his/her service to the Chamber.

The Membership Sales Director must be bondable.

This position is considered a full time outside sales position. The Membership Sales Director is expected to make business-to-business sales calls during normal business hours, Monday – Friday. The professional nature of the position requires occasional early morning, evening or weekend work hours.

As an “Outside Sales” position, this position is considered “Exempt” from the overtime provisions of the Fair Labor Standards Act.

The Chamber’s policy regarding vacation, personal leave and other forms of time off are provided in the Employee Handbook.

This position is bound by all policies and procedures included in the Chamber’s Employee Handbook in its current form and as it may be amended as they may apply to an outside sales representative.

The Membership Sales Director reports directly to the Executive Director of the Midwest City Chamber of Commerce. The Membership Sales Director is also accountable to the Director of Economic Development regarding work assignments for the Economic Development Department.

Compensation, Review & Reporting:

The Membership Sales Director's Compensation Plan consists of:

- a. A salary of \$1,200 per month (\$14,400 annually).
- b. Commission on New and Renewal Chamber Memberships Sold and Paid: **40% Commission on New/10% on first year Renewal**
- c. The commission structure for Chamber publications and/or event sponsorships will be determined on a case-by-case basis as these projects are assigned by the Executive Director.
- d. Commission on New and Renewal Economic Development Sponsorships and Advertising Sold and Paid: **30% Commission on New/10% Commission on Renewal**
- e. Additional commissions may be paid to the Membership Sales Director for the collection of accounts that are ninety (90) days past due and/or specifically assigned to the Membership Sales Director by the Executive Director or the Director of Economic Development.
- f. New and renewal membership and sponsorship commissions will be paid only upon monies received by the Chamber on or before the last day of the month. Commissions will be paid on or before the 15th of the following month.
- g. Mileage Reimbursement for use of personal vehicle on official Chamber and Economic Development Department Business.
- h. A cell phone allowance as approved by the Executive Director.
- i. After six months of satisfactory service, a Monthly Health Insurance Allowance of \$125 per month.
- j. After six months of satisfactory service, Life and Disability Insurance Provided.
- k. After ninety days of satisfactory service, the Membership Sales Director shall accrue eight (8) hours of personal leave for every month of satisfactory service. Leave compensation will be computed as a pro-rata portion of the monthly draw against commission.

The Membership Sales Director will be subject to periodic performance review:

- a. The Membership Sales Director shall be expected to meet an average monthly sales quota in paid Chamber of Commerce memberships and/or other sponsorships in order to meet the "satisfactory service" requirement.
- b. Additionally, the Membership Sales Director shall be expected to meet an average monthly sales quota in paid Economic Development sponsorships in order to meet the "satisfactory service" requirement.

The Membership Sales Director will be subject to reporting requirements:

- a. The Membership Sales Director shall file a weekly "**Sales Contact and Prospecting Plan**" by 5:00 p.m. on the Friday prior to the effective work week. This plan shall list the name and location of businesses that will be contacted each day.
- b. The Membership Sales Director shall file a weekly "**Sales Contact and Prospecting Report**" by 5:00 p.m. on the Monday following the effective work week. This report shall list the name, location and status of businesses that were contacted each day.
- c. Unless unavoidably hindered or off work on approved leave, the Membership Sales Director shall be available for cell phone contact during normal business hours Monday – Friday.
- d. Unless unavoidably hindered or off work on approved leave, the Membership Sales Director shall contact the Chamber office every workday by phone upon start of work and at the end of the work day.
- e. The Membership sales Director shall attend weekly staff meetings.

APPLICATION INSTRUCTIONS

Apply for this position by submitting a letter of introduction, resume and the current contact information of at least three individuals who are personally acquainted with your work. These items should be emailed in MS Word format to director@aftercareers.com ATTN: Position Vacancy. Or, you may fax these items to (405) 733-5633.

The Chamber reserves the right to conduct a full background check and to contact all previous employers and references unless you instruct us otherwise in writing.

This position is open until filled. The Midwest City Chamber of Commerce is a smoke free workplace and an Equal Opportunity Employer. All materials submitted to the Midwest City Chamber of Commerce become the property of the Chamber.

Bonnie Cheatwood, Executive Director
David T. Burnett, CECD Director of Economic Development