



Partnership Development Specialist

Position Description

POSITION SUMMARY

The Greater Columbus Georgia Chamber of Commerce (the “Chamber”) is the lead business, marketing and economic growth organization in West Central Georgia. The Chamber’s mission is to lead the Columbus region as a catalyst for growth, economic opportunity, business strength, and community engagement.

The Partnership Development Specialist, as a member of the Partnership and Engagement team, is a professional, experienced, dynamic, high-energy and self-motivated individual responsible for new partner and sponsorship development, along with retention and upgrades of existing partners as directed by the Vice President of Partnership and Engagement.

Base Salary plus Commission (benefits included).

PRIMARY RESPONSIBILITIES

- Develop a thorough understanding of the various Chamber partnership levels and the benefits each provides a business.
- Develop a strong working knowledge of the Chamber and its various events and programs.
- Develop and deliver presentations describing Chamber partnership value, collaboratively or independently.
- Execute partner attraction plan by implementing a system that includes outreach to prospects by way of emails, phone calls, electronic campaigns and in-person visits.
- Proactively pursue Chamber events and programs sponsors.
- Maintain database to ensure accurate information for tracking, invoicing and reporting.
- Coordinate and attend partner Ribbon Cuttings and Grand Openings.
- Assist with the Chamber’s Business of the Week program which spotlights local businesses.
- Assist with Chamber partner retention and renewal initiatives.
- Participate in various Chamber meetings, events and activities.
- Maintain a visible presence at small business gatherings.
- Work collaboratively with Economic Development team and others.
- Represent the Chamber professionally and positively.
- Promote the mission and core values of the Chamber and maintain a positive work environment.
- Other duties as assigned at the direction of the Vice President of Partnership and Engagement.

SKILLS & QUALIFICATIONS

Education:

- High School diploma or GED required. College degree a plus preferably in sales management/administration

Experience:

- Minimum of 3 years relevant sales experience (education, training and other credentials may compensate for lack of direct work experience).
- Sales in a membership-based organization preferred.
- Knowledge of Microsoft Office Suite and Customer Relationship Management software.
- Prior Chamber of Commerce experience a plus.
- Demonstrated success in sales, member relations, sales and customer service.
- Experience in a not-for-profit organization a plus.
- Demonstrated ability to consistently meet goals, deliverables and deadlines.

Required Skills:

- Professional, highly-motivated self-starter with B2B sales experience with ability to work independently from management direction sometimes high-pressure situations.
- Excellent in relationship building and relationship sales with timely follow-up.
- Excellent networking skills and knowledge of Columbus business community.
- Demonstrated organization, time management and multi-tasking skills
- Proven ability to set and meet goals.
- Excellent selling and closing skills.
- Must have excellent verbal and written communication skills.
- Ability to contribute to a positive work environment with.
- Must be a team player.
- Ability to travel locally as needed.

Interested candidates should submit a cover letter and resume to Joe Sanders at jobs@columbusgachamber.com