



The Vallejo Chamber of Commerce (Vallejo, CA) seeks a results focused Sponsorship and Membership Director to recruit and retain members. The ideal candidate will be goal oriented with experience in developing and executing a sales & marketing plan using multiple communications channels.

Salary: DOE

Membership Size: 525

Deadline to Apply: March 15, 2010

Reports to: President & CEO

Please send resume and cover letter no later than March 15, 2010 to:

*Anita Hawkes, President & CEO
Vallejo Chamber of Commerce
427 York Street
Vallejo, Ca 94590
(or email to)
anita@vallejochamber.com*

NO PHONE CALLS PLEASE

Position Description:

The Sponsorship/Membership Director of Vallejo Chamber is responsible for our “Cornerstone Sponsorship” Program, and Membership as well as increasing the visibility of the Chamber with the media, city, and citizens of Vallejo.

Specific Duties:

- **Acts as a direct contact for prospective new members**
- **Responsible for Sponsorship program sales, client management and customer service.**
- **Develop and plan all media partnerships**
- **Conduct Orientation program for new members**
- **Responsible for weekly documentation of retention efforts including contact count**
- **Act as liaison and attend the following committee meetings, economic development, education and government affairs.**
- **Positive attitude, professional manner and appearance in all situations.**
- **Proficient in computer software including Microsoft word, excel and powerpoint.**