



## **Membership & Community Partnerships Manager Job Description**

### **Overview**

The Membership & Community Partnerships Manager is a dynamic, dual-focused role responsible for managing membership relations, programs, and membership-focused events for the Tillamook Area Chamber of Commerce. This position plays a critical role in strengthening member engagement, driving revenue through membership growth and retention, and organizing events specifically designed to enhance the value of Chamber membership. Additionally, the role will dedicate half of its time to managing relationships and partnerships for the Tillamook Chamber Community Foundation, fostering collaborations that enhance the Foundation's impact within the community.

### **Key Responsibilities**

#### Membership Relations & Management:

- Develop and implement strategies to attract, retain, and engage Chamber members.
- Serve as the primary point of contact for all member inquiries, ensuring timely and effective responses.
- Plan and execute membership programs and events that align with the Chamber's goals and provide value to members.
- Conduct regular outreach to members to assess needs, gather feedback, and promote available resources and opportunities.
- Monitor and analyze membership data to identify trends and opportunities for growth.
- Develop and implement strategies to increase revenue through membership sales, sponsorships of membership-focused events, and fundraising initiatives.
- Manage the membership renewal process, ensuring a high retention rate and member satisfaction.

#### Membership-Focused Event Planning & Coordination:

- Organize and manage events specifically designed for Chamber members, such as networking events, member mixers, and educational workshops.
- Coordinate logistics, including venue selection, vendor negotiations, and event promotion, ensuring a seamless experience for attendees.
- Collaborate with Chamber staff and volunteers to ensure successful event execution.
- Manage event budgets, track expenses, and report on event performance, focusing on maximizing member engagement and satisfaction.

## Community Partnerships & Foundation Management:

- Serve as the primary liaison for the Tillamook Chamber Community Foundation, managing relationships with key partners and stakeholders.
- Identify and cultivate new partnerships that support the Foundation's goals and enhance its impact within the community.
- Oversee the development and execution of Foundation programs and initiatives, ensuring alignment with community needs.
- Collaborate with the Chamber Executive Director to integrate Foundation activities with broader Chamber objectives.

## **Preferred Qualifications**

- Degree in Business, Communications, Nonprofit Management, or a related field.
- Minimum of 3-5 years of experience in membership management, event planning (with a focus on membership events), or a related role.
- Proven track record in relationship management and revenue generation.
- Strong organizational and project management skills, with the ability to manage multiple priorities simultaneously.
- Excellent communication and interpersonal skills, with the ability to build and maintain relationships with diverse stakeholders.
- Experience with CRM software and membership management systems is a plus.
- Ability to work flexible hours, including evenings and weekends, as needed for events and programs.

## **Salary and Benefits**

The position of Membership & Community Partnerships is a full-time, 40 hour a week, role. The hourly wage offered to a prospective employee will range from \$24-29 per hour and be dependent on experience and qualifications. Benefits include paid time off, QSERA medical contribution, and retirement match.

## **To Apply**

Position open until filled. To apply for this position, send cover letter and resume outlining your interest and qualifications by email to [justin@tillamookchamber.org](mailto:justin@tillamookchamber.org)