



Job Description

Director, External Relations

Reports to Vice President, Membership Department

Job Purpose:

Retain current members and recruit new members by cultivating and building relationships with businesses in a designated territory in Ohio with an ability to communicate policy issues that may affect their business.

Duties & Responsibilities:

Retain Current Members

- The Ohio Chamber strives to retain all of its members. The Director, External Relations is responsible for retention in their territory.
- Reach out to current members on a regular basis via phone, email or personal visit
- Explain new member benefit opportunities
- Send legislative victories of concern to members
- Communicate past due membership status through email, phone and letter
- Work with communications department to highlight companies in blog & Ohio Matters Magazine
- Be a point of resource for your members

Recruit New Members & Grow Capacity of Current Members

- Work with supervisor to set annual goal including number of new members and new membership dues
- Create prospect list
- Attend networking events, with an intention to meet new prospects
- Research new businesses in Ohio and reach out to them regarding membership
- Some cold calling required

Organize Participation in Conferences & Seminars

- Work closely with Manufacturing Education Council on conferences
- Manage set up, tear down and shift scheduling for trade show table
- Other events as assigned by supervisor

Qualifications & Skills

- Bachelor's Degree
- 2+ years of political involvement
- 2+ years of sales experience
- Professional in appearance and poise
- Excellent verbal and written communication skills
- Willingness to learn
- Personal belief in free enterprise
- Team Player

Qualifications considered a plus:

- Political fundraising experience
- Experience in public policy
- Understanding of Salesforce (CRM)
- Familiarity with Eastern half of Ohio

Working Conditions

- Office hours are 8:30am – 5:00pm, primarily in Columbus, Ohio
- Travel 30% of time within Ohio
- Some evening events
- 40 hours a week

Physical Requirements

- Ability to lift up to 25 lbs.
- Set up and tear down trade show equipment

Direct Reports

This position has 0 direct reports

If interested in this career opportunity, please e-mail your resume and salary requirements to keshelman@ohiochamber.com