

## Job Description

**Director of External Relations**

**5 plus years of experience**

**FLSA: Exempt**

**Reports To: Senior Vice President, External Relations**

**Status: Full Time (40+ hours)**

**Salary Range: Base + Generous Commission**

**Location: Downtown, Columbus**

Responsibilities Include:

- Primarily responsible for recruiting new members to the Ohio Chamber of Commerce.
- Researching & qualifying potential leads through the lens of the Ohio Chamber of Commerce.
- Communicating public policy priorities to prospects.
- Maintaining a robust prospect list.
- Selling sponsorships to member companies for Ohio Chamber events.
- Engaging current members for increased dues each quarter.
- Tracking and staying on pace with quarterly sales goals set by the Senior Director of External Relations.
- Helping facilitate on-site visits to member and prospect companies by our President & CEO.
- Assisting the SVP of External Relations in management of the Ohio Chamber Board of Directors.
- Having a keen understanding of benefits offered by the Ohio Chamber of Commerce.
- Engaging internally with both Government Affairs and Communications staff on projects that involve member companies.
- Auditing and procuring member contact information for Salesforce.
- Working with the Director of Events on value-add programming at events.

Required Qualifications:

- Four-year degree or equivalent work experience.
- 5+ years of experience in association or sales.
- Able to work well under pressure.
- Highly organized and capable to handling multiple projects and deadlines.
- Ability to act quickly and resolve problems.
- Effective communicator; both internally & externally.
- Knowledge of Salesforce best practices.

Work Environment:

- Majority of duties will be performed in and from the Chamber's office during regular business hours.
- Travel up to 20% of the time. Some overnight may be required.

***Please email resumes to [jzink@ohiochamber.com](mailto:jzink@ohiochamber.com)***