

Job Title:	Membership Sales Representative	Position Type:	Full-time
Department:	Customer Experience	Reports to:	Vice President, Membership

Position Summary

The Membership Sales Representative is responsible for working with customers to ensure a smooth sales process and meet sales goals. This individual is responsible for learning about customer needs, qualifying for the best sales method, and nurturing customers to a closed sale.

Roles and Responsibilities

GENERAL RESPONSIBILITIES:

- Source new sales opportunities through inbound lead follow-up and proactive outbound outreach, including cold calls and email campaigns.
- Research prospective accounts, identify key decision-makers, and generate interest by building targeted lead lists.
- Clearly articulate and demonstrate the value of Chamber membership and related offerings to prospective members.
- Qualify leads and determine the appropriate sales pathway; track and manage all referrals to ensure timely follow-up.
- Prepare proposals and deliver compelling presentations that communicate the Chamber's value proposition to potential members.
- Consistently meet or exceed sales goals and objectives established by leadership.

AS A MEMBERSHIP SALES REPRESENTATIVE, YOU ARE EXPECTED TO:

- Maintain accurate, organized, and up-to-date sales activity, contact records, and pipeline data within HubSpot CRM.
- Meet and exceed individual monthly sales targets while contributing to overall organizational revenue and membership growth goals.
- Actively participate in Chamber programs, events, and external networking opportunities to support sales efforts and lead generation.
- Work effectively both independently and collaboratively with cross-functional teams across the organization.
- Develop a strong, well-rounded understanding of the Chamber's mission, programs, services, and the general functions of all departments.
- Represent the Chamber professionally and positively in all interactions with members, prospects, and community partners.

QUALIFICATIONS

- 2 + years of sales experience preferred
- BA in Business, Marketing, Communications or closely related field preferred, but not required
- Experience with HubSpot or similar CRM, a significant plus

ADDITIONAL NOTES

The Greater Austin Chamber of Commerce is an equal opportunity employer. We do not tolerate discrimination or harassment of any kind and consider all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability, or veteran status. This position is based in Austin, TX. This individual will be permitted to work in a hybrid remote/in-office arrangement after an up to 90-day provisional period in-office 5 days/week, subject to change, based on performance. This individual will be expected to work in



the office 3 days a week and as needed. This role requires occasional local travel and flexibility to work outside standard hours as needed. Employment with the Austin Chamber is at-will, meaning that either the employee or the Chamber may terminate the employment relationship at any time, with or without cause or notice. This position pays \$49,920 annual salary, in addition to a comp plan to be discussed with hiring supervisor. This position is full-time and includes a competitive comprehensive healthcare plan and contributions toward a retirement fund. All candidates must pass a background check.

Last Updated By:	Emily Alley		2.11.26
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