



## MEMBERSHIP DEVELOPMENT EXECUTIVE

### FULL-TIME POSITION

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#### Scope of Work

The Council for Quality Growth is a 39-year-old trade association representing the growth and development industry in the Atlanta region and throughout the State of Georgia. Our mission is to promote balanced and responsible growth while proactively representing a complex network of stakeholders and member interests.

The Council is seeking a **full-time** Membership Development Executive (MDE) to play an integral role in growing the organization by recruiting new companies to join the Council. The development industry is thriving in metro Atlanta, and the MDE(s) will be able to capitalize on the growing number of developers, engineers, contractors, and other firms in the region. This relationship driven position reports to the Director of Membership & Marketing, and it is ideal for someone who is self-motivated, highly organized, and has sales or relationship development experience. An understanding of metro Atlanta's development industry and local government policies are a plus.

#### Responsibilities/Examples of Work

- Recruit new companies to invest in membership with the Council for Quality Growth
- Onboard and orientate new members and/or new representatives of member companies
- Manage the accounts of new members, particularly during first year of investment through to first renewal
- Re-engage previous members that have elected not to renew their investment
- Maintain an organized and thorough sales tracking and reporting system through CRM
- Organize and run monthly "Coffee & Conversations" meetings for current, new, and prospective members to hear about the Council's mission and purpose
- Attend Council for Quality Growth events and Advisory Roundtable Meetings to network with current and prospective members
- Attend all major Council events and programs and assist as needed with event coordination and execution
- Attend industry-relevant conferences, meetings, or trade shows as needed to find and meet prospects
- Work to increase membership retention rates year to year with new engagement methods and ideas
- Work with Council team on membership growth opportunities, initiatives, and strategies
- Be ambassador for the Council for Quality Growth and represent the organization professionally around the region

#### Knowledge, Abilities, and Skills Required

The ideal candidate will have the following experience and skills:

- 3+ years of business to business sales experience
- Ability to develop, build, and manage a pipeline of prospective members
- Strong verbal and interpersonal communication skills
- Knowledge of the development industry and/or business contacts within the metro Atlanta region
- Proficiency with Microsoft Office Suite; including Outlook, Word, Excel, PowerPoint
- Prior experience and proficiency with Customer Relationship Management (CRM) software
- Organized with a strong initiative in time management and work prioritization
- Must be able to work independently in the field making cold calls and sales meetings AND work as part of a team in a small office environment, maintaining a positive and constructive attitude
- Experience working membership/trade associations and/or Chambers is a plus
- Bachelor's degree required

#### Compensation

Base salary + commission (projected combination of \$70K+ annually)

- Primary source of commission is from new memberships sold
- + Additional commissions earned from sponsorship sales for the Council's 100+ annual events/meetings
- + Bonus and/or incentives for reaching set sales goals
- Full-time positions receive full benefits schedule including medical, vision, dental, 401K, and more

#### Contact

Kathryn Jones, Director of Membership & Marketing

Submit resumes via email to: [kj@councilforqualitygrowth.org](mailto:kj@councilforqualitygrowth.org)

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