

Job Description

Job Title: Business Development Executive

Department: Membership

Reporting to: Head of Operations

Main Purpose of Job:

To generate commercial revenues for the Chamber through the recruitment of members

Main Duties:

1. Research target market and use skills and experience to recruit new members within a given geographical area.
2. Work with the Marketing team to ensure that lead generation activity is appropriate for encouraging potential new members.
3. Develop working partnerships with colleagues to fully understand the business support available across the Chamber for the benefit of new members
4. Support colleagues to ensure businesses see the benefits of membership
5. Represent the Chamber at events, as required.
6. Provide relevant information to teams on recruitment activity
7. Undertaking other duties commensurate with the post which may be needed to ensure the effective operation of the company as outlined in relevant marketing/business plans or as directed by the Head of Operations.

This job description is not exhaustive due to the changing environment of the Chamber. The job holder may be required to carry out other duties considered to be within the scope of the job.