



JOB DESCRIPTION

JOB TITLE: BUSINESS DEVELOPMENT EXECUTIVE
DEPARTMENT: MEMBERSHIP DEVELOPMENT
REPORTS TO: DIRECTOR, MEMBERSHIP DEVELOPMENT
WAGE: EXEMPT

JOB STATEMENT

Do you love Las Vegas? Do you love the local Las Vegas culture, vibe and businesses? Do you enjoy networking and connecting businesses with one another? Do you want to be part of Las Vegas' past, present and future? If so, we want to meet you.

The Business Development Executive (BDE) is responsible for recruiting, retaining, and developing businesses as members of the Vegas Chamber. The BDE presents the Vegas Chamber's menu of opportunities to potential members and strategizes with them on how to arrive at a customized membership experience. The BDE's primary driver for building revenue is to feature membership engagement and participation. In addition, the BDE is also expected to present new and existing members with opportunities around booth & event sponsorship, advertising and special initiatives. The BDE is a champion for the business community and is always member obsessed.

ESSENTIAL FUNCTIONS/OBJECTIVES

- Meets with prospective members through self-generated prospecting efforts and individual networking
- Sells Vegas Chamber member benefits and upgrades prospects to higher level memberships where appropriate
- Reviews and tailors each membership specifically to the individual business
- Responsible for establishing and maintaining effective communications and fosters high visibility by developing and nurturing relationships with key local stakeholders
- Researches business-related issues, understands and articulates the Vegas Chamber's support of the business community
- Creates a strategic prospecting plan for targeted potential members
- Maintains knowledge of benefits of a membership in Vegas Chamber events and programs
- Actively prospects for and recruits new leads; manages a portfolio of cold or warm leads and converts into hot leads. Closely manages a pipeline and tracks appointments and opportunities in a database system
- Actively supports and participates in Chamber programs and events
- Holds self to the highest levels of professionalism
- Acts as a liaison between prospects and member to the Chamber, delivering important feedback from the field
- Represents the Chamber in a professional manner and exhibits the organization's culture and mission
- Updates and maintains required reports
- Other duties as assigned

JOB SPECIFICATIONS AND QUALIFICATIONS

- Three or more years of experience in consulting, business development, account management, sales, or related experience
- Proven record of sales success in a quota carrying environment required
- Consultative selling experience, particularly in a membership-based organization is preferred
- Existing book of business strongly preferred
- Strong social media presence and following preferred
- Ability to expand and build new relationships with business owners and executive stakeholders to understand and uncover new opportunities
- Strong written, verbal communication, organizational and listening skills
- Self-starter & motivated to meet sales goals and objectives
- Ability to work in a fast paced environment on deadline and with variable hours
- Ability to create and deliver compelling presentations, tailored to key audiences
- Solid time management, organization, and prioritization skills: ability to work independently
- Comfortable presenting to individuals at all levels in a business organization
- Flexible, open to the evolution of process and new information; adapts behavior and work methods accordingly
- Holds self accountable to meet established sales targets and can be relied upon to ensure that projects and reports are completed in a timely manner
- Capable of maintaining sensitive/confidential information
- Must have/maintain a dependable vehicle and must provide proof of insurance and valid driver's license upon request

October 2021