

POSITION DATA					
JOB TITLE:	Partnerships & Membership Manager	JOB DATE:	June 1, 2026	SALARY RANGE:	\$ 24 - \$ 26.44/hour; \$50,000 - \$55,000/yr
DEPARTMENT:	Chamber Admin	REPORTS TO:	Chamber President	FLSA STATUS:	Full-Time Non-Exempt

JOB SUMMARY

The Partnerships & Membership Manager serves as the primary relationship manager for tourism stakeholders, Chamber members, sponsors, business partners, and community organizations, leading collaborative efforts that strengthen the county's business climate, visitor economy, and overall quality of place through partnership-driven engagement.

Working collaboratively with Chamber and Tourism staff, this position advances initiatives that strengthen the county's business climate, visitor economy, and community vitality through stakeholder engagement, tourism program development, partnership cultivation, and business outreach.

The Partnerships & Membership Manager fosters meaningful relationships among local businesses, tourism partners, community organizations, and sponsors to create opportunities for collaboration, investment, and shared success, while supporting organizational sustainability through membership engagement, strategic partnerships, sponsorship development, and other revenue-generating initiatives. This position also supports the Chamber President and Board of Directors in achieving organizational priorities and delivering programs and services that enhance economic opportunity and quality of place throughout the county.

ESSENTIAL FUNCTIONS

- Full time 40 hours (M-F 8-4:30), occasional nights and weekends required
- Develop and implement annual membership growth, retention, and engagement strategies.
- Create and maintain sponsorship and partnership development plans that support Chamber and Tourism initiatives.
- Build and maintain positive relationships with Chamber members, tourism stakeholders, community organizations, and business leaders.
- Support Chamber and Tourism programs through outreach, engagement, and revenue development activities.
- Assist Chamber leadership in achieving organizational goals and strategic initiatives.
- Represent the Chamber and Tourism Promotion Agency at events, meetings, and community functions.

BUSINESS RELATIONS & COMMUNITY ENGAGEMENT

- Maintain strong relationships with Chamber members, tourism partners, elected officials, and community organizations.
- Conduct business outreach activities to identify challenges, opportunities, and community needs.
- Support advocacy and engagement initiatives that strengthen the local business environment.
- Represent the organization at networking events, business functions, and community meetings.
- Coordinate ribbon cuttings, grand openings, business anniversaries, recognition programs, and member celebrations.

TOURISM INDUSTRY ENGAGEMENT

- Support engagement efforts with tourism-related businesses, attractions, lodging properties, and hospitality partners.
- Assist with tourism stakeholder communications and collaborative initiatives.
- Encourage participation in tourism programs, campaigns, and partnership opportunities.
- Serve as a liaison between Chamber members and tourism partners when collaborative opportunities exist.
- Support tourism industry outreach efforts that strengthen visitor experiences and economic impact.

MEMBERSHIP DEVELOPMENT

- Lead membership recruitment efforts through direct outreach, referrals, networking, presentations, and marketing campaigns.
- Develop and implement member retention strategies to increase engagement and satisfaction.
- Conduct regular member visits, calls, and communications to identify needs and opportunities for support.
- Serve as a primary point of contact for member inquiries, benefits, and engagement opportunities.
- Collaborate with the Chamber team on developing and managing a comprehensive new member onboarding program.
- Track membership activity and prepare membership reports for Chamber leadership and the Board of Directors.
- Collaborate with staff to identify programs, events, and initiatives that deliver value to members.
- Assist with planning and implementation of member engagement events, networking programs, and educational opportunities.

SPONSORSHIP & PARTNERSHIP DEVELOPMENT

- Develop sponsorship opportunities that support Chamber events, programs, initiatives, and publications.
- Identify, cultivate, and maintain relationships with current and prospective sponsors.
- Prepare sponsorship proposals, presentations, and partnership materials.
- Coordinate sponsor fulfillment and stewardship activities to ensure positive partner experiences.
- Develop and manage strategic partnerships with businesses, organizations, municipalities, and community stakeholders.
- Coordinate participation in cooperative marketing and partnership initiatives when applicable.

REVENUE DEVELOPMENT

- Support organizational revenue goals through membership sales, sponsorship development, advertising opportunities, and partnership initiatives.
- Assist in identifying and developing new non-dues revenue opportunities.
- Monitor and report on membership, sponsorship, and partnership performance metrics.
- Collaborate with Chamber and Tourism staff to maximize revenue opportunities across programs and events.

COMMUNICATIONS SUPPORT

- Contribute member news, business spotlights, partnership updates, and stakeholder information for organizational communications.
- Assist in gathering content for newsletters, social media, website updates, and promotional materials.
- Promote Chamber programs, member benefits, sponsorship opportunities, and tourism initiatives through coordinated outreach efforts.
- Support communication efforts that strengthen member engagement and stakeholder awareness.

REQUIRED QUALIFICATIONS

- Proficiency with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint), CRM platforms, and other business technologies used for relationship management, reporting, and communications.
- Demonstrated ability to build, maintain, and strengthen relationships with business leaders, community organizations, sponsors, tourism stakeholders, elected officials, and other key partners.
- Strong verbal, written, presentation, and interpersonal communication skills, with the ability to effectively engage diverse audiences and represent the organization in a professional manner.
- Experience in business development, membership engagement, partnership cultivation, sponsorship sales, fundraising, account management, or a related relationship-driven field.
- Ability to develop and implement outreach, engagement, and revenue-generating initiatives that support organizational goals and community impact.
- Strong organizational, project management, and problem-solving skills, with the ability to prioritize multiple responsibilities, maintain attention to detail, and meet deadlines with minimal supervision.
- Ability to work independently and collaboratively within a team environment while exercising sound judgment and initiative.
- Commitment to fostering inclusive and productive relationships with diverse stakeholders while maintaining professionalism and cultural awareness.
- Ability to work flexible hours, including occasional evenings and weekends, and travel as necessary to support meetings, events, and community engagement activities.
- Valid driver's license and reliable transportation required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasional standing, walking, bending, twisting, reaching
- Frequent hand/eye coordination, finger/wrist dexterity, lifting up to 25lbs
- Constant sitting
- Specific vision abilities are required by this job to include close vision, color vision, depth perception and the ability to adjust focus.

Appropriate work intensity level: Light

WORK ENVIRONMENT	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform essential functions.</p> <ul style="list-style-type: none"> ▪ Normal office environment 		
EXPERIENCE	<ul style="list-style-type: none"> ▪ Three to five years of experience in business development, membership services, sponsorship sales, fundraising, tourism, economic development, community relations, or a related field. ▪ Demonstrated success in building partnerships, engaging stakeholders, and supporting revenue-generating initiatives. ▪ Experience coordinating events, outreach programs, or community engagement activities preferred. 		
EDUCATION	<ul style="list-style-type: none"> ▪ Associate's or Bachelor's degree in business, communications, tourism, economic development, nonprofit management, or a related field preferred; equivalent experience will be considered. 		
APPROVALS			
REVIEWED BY:		DATE:	
APPROVED BY:		DATE:	
HUMAN RESOURCES:		DATE:	