

**BOISE METRO CHAMBER OF COMMERCE
JOB DESCRIPTION**

Job Title: Outside Sales Account Manager

Reports to: Director of Membership

Job Classification: Full-Time, exempt

Date Last Revised: December 20, 2020

Summary

The Outside Sales Account Manager's primary duty is selling the products, benefits, programs and services of the Boise Metro Chamber of Commerce and BVEP to non-members and existing member firms. Sales are customarily and regularly conducted at the customer's place of business or at another offsite location. This position is dedicated to supporting the mission of the Chamber and assists in the overall success of membership programs. The Outside Sales Account Manager is in constant public contact and must represent the organization in a positive light at all times.

Minimum Requirements

Associate's degree from college or technical school or 2 years of experience in sales related positions. Requires a valid driver's license and own vehicle with insurance to travel to businesses. Required to work out and around the Boise area the majority of the time, with some occasional time in the office. Also requires excellent communication skills, self motivation, ability to work flexible hours, understanding of a membership driven organization, and basic Excel skills.

Essential Job Functions

To perform this job successfully, an individual must be qualified to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be available, upon request, to enable individuals with disabilities to perform the essential functions.

- Regularly and customarily outside the office engaging in outside sales by contacting, acquiring and selling new Chamber memberships.
- Achieve budgeted revenue and sales goals.
- Actively seeks new businesses and follows up appropriately.
- Regularly visits members offsite or at their place of business to sell all Chamber products and services, including advertising, sponsorships, website advertising and trade show space.
- Attends trade shows or Chamber events to promote and sell products and services.
- Maintains knowledge of goals, objectives and services provided by the organization.
- Remains informed of member benefits, Chamber events, etc.
- Prepares semi-monthly commission reports.
- Works to upgrade current and new members to higher level of membership.
- Assists with managing, organizing and coordinating Referral Groups (TIPS) program and Ambassador program.
- Assists with managing, organizing and coordinating Start Ups & Suds event.
- Assists Chamber members in taking advantage of their membership.

Marginal Job Functions

- Attends regular sales/staff meetings.
- Incidental in-office duties include scheduling appointments, finalizing paperwork on memberships and/or products sold.
- Other duties as assigned by Director of Membership

Supervisory Responsibilities

This position has no direct reports, but does share in determining workflow of the administrative coordinator assigned to the sales account team.

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.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

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 individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

Employee _____
Date

Supervisor _____
Date

President & CEO _____
Date