



## **Community Development Representative**

**Responsible for** Travel Salem membership sales. Providing the highest level of professionalism, while recruiting Travel Salem members.

**Reports to** Community Development Director

### **Membership Promotion and Recruitment**

- Research potential members
- Sell membership to prospective members through telephone, in-person visits, written correspondence, and presentations to groups
- Sell sponsorship opportunities to members and prospective members
- Occasionally represent the Association at member and community events
- Respond to member's request for new benefits, and other member requests for assistance
- Assist with Annual Renewal Campaign

### **Goal Setting and Reporting**

- Develop work plan to achieve all sales goals
- Submit a weekly sales call report to the Community Development Director

### **Miscellaneous Requirements**

- Responsible for clerical needs.
- Vehicle required.
- Able to lift a minimum of 25 pounds