

COME WORK WITH US



York County
Economic
Alliance



BE OUR

Director of *Membership & Business Development*

WHO
WE'RE
LOOKING
FOR

This role is responsible for growing our membership base, retaining existing members, and leading member prospecting and outreach. Additionally, the **Director of Membership & Business Development** leads sponsorship sales, advertising sales and philanthropic giving for the organization including Downtown Inc. This position plays an active role within events as related to members and sponsors, and member-specific marketing initiatives and services.

This role is for a strategic-minded professional who loves to network, engage, and build relationships, with a keen sense in converting those relationships into revenue. The ability to solicit and secure new memberships, sponsorships, and donors is a must.

You must have a strong ability to multi-task, be driven to meet sales goals, meet deadlines, work independently, and prioritize multiple projects with excellent attention to detail. Most importantly, you must be willing to have fun, be an extroverted, welcoming personality with a willingness to meet new people and often be the first face someone sees at an event.

You would join a department that is revenue-oriented and expected to meet or exceed budgetary goals, with the support of additional staff. This position reports to the Chief Marketing & Business Development Officer and works with the larger department.

WHAT YOU'LL BE DOING

- Primary responsibility for attaining monthly new member sales goals includes planning, prospecting, connecting, and closing.
- Direct member outreach, including achieving member retention goals.
- Secure sponsors, advertisers and donors to achieve budgeted revenue goals, and ensure sponsorship benefits are fulfilled by the team.
- Maintain strong relationships with members, partners, sponsors, and volunteers to ensure essential community ties and support.
- Provide support to the Events team for cross-selling opportunities, and membership/sponsor event attendance and lead smaller membership events.
- Identify new opportunities and new benefits for members, sponsors and donors.
- Represent the YCEA through active community involvement and relationship management.
- Perform other duties as required.

WHO YOU ARE

- BS/BA degree in Business Administration, Marketing or a related field is preferred.
- 5+ years of sales experience preferred.
- Demonstrated experience in sales success and strategic thinking.
- Excellent verbal and written communications skills, and organizational skills.
- Demonstrated ability to be self-motivated and results oriented.
- Ability to work flexible hours to include evenings and weekends as needed and scheduled.
- Ability to be detail oriented, flexible, work under pressure and meet numerous deadlines.
- Ability to communicate professionally and effectively with colleagues, YCEA and Downtown Inc stakeholders, volunteers, and the general public.
- Ability to juggle multiple projects at the same time, prioritize, and meet deadlines.
- Excellent time management skills.
- Fun, innovative personality with a willingness to create and try new methods of communication and events.
- Ability to thrive in a hybrid work environment that temporarily—and perhaps permanently—will involve both remote and in-person work as needed.

**ADD
UP?**

APPLY!

Send cover letter, resume, salary requirements, and the names/contact information for three references in one PDF file to lschmaltz@YCEAPA.org with "Director of Membership and Business Development" in the subject line. Applications will be reviewed on a rolling basis.

Please submit resumes by April 19.

MORE STUFF YOU'LL WANNA **KNOW:**

We #MakeThingsHappen in YoCo!

We have a great team and our job is to wake up daily and make positive change occur across our County. Our Downtown Inc team focuses on the Historically Edgy development in the heart of York City.

WHO
WE
ARE

HOW WE **SUPPORT** OUR TEAM

We offer competitive benefits that include healthcare, a retirement plan, paid family leave, and tuition reimbursement.

We respect that your personal time is important, that is why we offer paid time off, paid birthday off, and vacation leave, and encourage you to utilize it.

We accommodate flexible in-office and remote working.

We respect and encourage community volunteer involvement.

OUR COMMITMENT

The York County Economic Alliance and Downtown Inc are Equal Opportunity Employers and are committed to cultivating an environment where all voices are welcomed, celebrated and treated with respect. Our mission is to create equitable economic prosperity.

Our organization is dedicated to provide opportunities to all employees and applicants. We do not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity or expression, or any other basis protecting employees and applicants under the law.

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WELCOMING
WORKPLACES

Still curious?

CONNECT
WITH US!



@YCEAPA
@DowntownYorkPa