



OFFICIAL JOB STANDARDS
Reports to: VP, Business Development

Job Title: Investor Engagement Coordinator
May 2023

SUMMARY: The Investor Engagement Coordinator is responsible for managing annual renewals, growing the customer relationship management (CRM) database capabilities, direct sales outreach and supporting Experience Team with all aspects of business development, event preparation/fulfillment and marketing & communications.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in managing relationships with members of the Georgia Chamber through direct contact, event support, and outreach
- Manage customer relationship management (CRM) database
- Manage non-premium portfolio of Chamber members including their engagement and annual renewals
- Participate in membership sales and develop pipeline of potential members
- Provide exceptional customer service and support to members, prospects, and fellow team members

QUALIFICATIONS:

- 4-year college degree or 2-3 years full-time experience
- Experience in a non-profit, membership-based organization, preferred
- Excellent communication and writing skills
- Experience working with customers to follow-up and collect outstanding payments
- Experience using customer relationship management databases, ATLAS preferred

COMPENSATION PACKAGE:

- Salary range \$45,000 - \$50,000
- Performance-based structure for salary increase and incentives
- Hybrid work schedule
- Employer paid on-going continuing education
- Employer paid 401(k) contribution
- Employer assisted major health, dental, life and short and long-term disability insurance programs
- Employer paid time off for vacation and sick leave
- Employer paid parking or public transportation pass

TO APPLY:

Send your resume to jobs@gachamber.com with **Investor Engagement Coordinator** as the subject line.