



## **Business Development & Membership Coordinator**

**Position Title:** Business Development & Membership Coordinator

**Reports To:** Executive Director

**Status:** Part-Time, 21 hours per week

**Location:** Comox Valley Chamber Business Hub, Courtenay, BC

### **Role Summary**

The Business Development & Membership Coordinator is responsible for growing and sustaining the Chamber's membership base through proactive outreach, relationship development, and structured renewal processes.

This role focuses on connecting with local businesses, understanding their needs, and supporting their participation in the Chamber as part of a strong and resilient local economy.

The position is ideal for a self-motivated professional who enjoys working in the community, building relationships, and contributing to the success of local businesses.

### **About the Comox Valley Chamber of Commerce**

Formed in 1919, the Comox Valley Chamber of Commerce is a member-based organization dedicated to supporting the local business community. The Chamber plays a key role in advocacy, business support, and economic development across the region, serving as a bridge between businesses and all levels of government.

Through events, programs, and partnerships, the Chamber works to strengthen economic vitality and foster a thriving business environment in the Comox Valley.

### **Core Responsibilities**

#### **1. Membership Growth**

- Identify and engage potential members
- Conduct in-person and virtual meetings with prospective members
- Clearly communicate the value of Chamber membership
- Convert prospective businesses into active members
- Maintain accurate and up-to-date CRM records

#### **2. Membership Retention**

- Conduct renewal outreach and follow-up conversations with existing members

- Maintain regular contact with members to understand their evolving needs
- Identify opportunities to strengthen member participation and connection to Chamber programs
- Bring forward emerging challenges or opportunities to the Executive Director to support member success and regional economic vitality
- Maintain accurate records related to renewals and member interactions

### **Performance Expectations**

- Achieve agreed-upon membership growth targets
- Maintain strong membership retention rates
- Demonstrate consistent outreach and community presence
- Maintain accurate CRM records and reporting
- Represent the Chamber in a professional and positive manner

### **Qualifications**

- Experience in sales, business development, or relationship management
- Strong interpersonal and communication skills
- Comfortable working independently and toward measurable targets
- Strong organizational and time management skills
- Familiarity with the Comox Valley business community is an asset
- Valid BC Driver's Licence and reliable vehicle

### **Working Conditions**

- 21 hours per week
- Combination of office-based work and community outreach
- Regular local travel required
- Occasional early morning or evening networking events

### **Compensation & Incentives**

- \$25 per hour
- Commission: 10% on all new memberships sold
- Mileage reimbursement at CRA-approved rate
- Vacation and statutory entitlements as per the BC Employment Standards Act