



Business Development & Membership Coordinator

Role Summary

The Business Development & Membership Coordinator is responsible for growing and retaining the Chamber's membership base, securing sponsorships, and building strong, lasting relationships within the business community. This role focuses on proactive outreach, relationship management, and delivering measurable results that strengthen our member's business profile, in addition to the Chamber's profile and revenue base. The position is ideal for a self-motivated professional who thrives on networking, business development, and helping local businesses succeed.

About the Comox Valley Chamber of Commerce

Formed in 1919, the Comox Valley Chamber of Commerce is a long-standing member-based organization dedicated to supporting the local business community. We remain relevant by producing well-attended networking and educational events, and by acting as a bridge between businesses and elected officials at all levels of government.

In addition to member services, the Chamber plays an active role in economic development initiatives—including business retention and expansion projects, investment attraction, workforce development, and collaborative partnerships that strengthen our region's economic resilience.

The Chamber is Better Business Bureau Accredited (23 years), Gold Certified and Surfrider Certified with BC Green Business, reflecting our commitment to sustainability and ethical business practices. When you join our team, you also connect with the strong support of both the BC Chamber of Commerce and the Canadian Chamber of Commerce professional networks.

Performance Expectations

- Achieve set targets for new memberships and sponsorship sales.
- Maintain a high member retention rate.
- Deliver timely, accurate, and professional communication with members and sponsors.
- Uphold the Chamber's reputation through positive, professional representation in the community.

Key Responsibilities

Membership Growth & Engagement

- Identify, contact, and engage potential members through prospecting, referrals, networking, and community outreach.
- Support the onboarding process for new members, ensuring a smooth, positive experience and consistent follow-up.
- Maintain strong relationships with existing members through regular in-person visits, calls, and digital communication.
- Manage renewals and retention outreach.
- Maintain accurate and up-to-date CRM records for members, prospects, and all engagement activities.

Sponsorship Development

- Identify and secure sponsorship opportunities for Chamber programs, events, and marketing platforms that enhance value for local businesses.
- Manage sponsor relationships, ensuring agreed deliverables are met and value is provided.
- Track and report sponsorship activity and revenue.

Qualifications

- Proven experience in sales, business development, or corporate relations.
- Strong relationship-building skills with the ability to connect with a wide range of interest holders.
- Excellent communication skills – both written and verbal.
- Self-motivated, results-driven, and comfortable working to targets.
- Strong organizational skills and ability to manage multiple priorities.
- Knowledge of the Comox Valley business community is an asset.
- Valid BC driver's license and reliable vehicle (business insurance costs reimbursed).

Working Conditions

- Office-based with regular community visits. Local travel required.
- Occasional early mornings, evenings, and weekends for Chamber functions.

Compensation & Incentives

- Base Rate: \$25/hour (35 hours/week)
- Commission: 10% on all new memberships and sponsorships sold (see schedule "A" for detailed commission breakdown)
- Business mileage and approved expenses reimbursed.

To apply, send resume and cover letter to executivedirector@comoxvalleychamber.com by September 5, 2025. Shortlisted applicants will be contacted for interviews.