



## Job Description

**Director of Member Engagement: The CEO Forum**

**FLSA: Exempt**

**Reports To: SVP, External Relations & Executive Director of the CEO Forum**

**Status: Full Time (40+ hours)**

**Salary Range: Base + Bonus/Commission**

**Location: Columbus, OH**

Responsibilities Include:

- Research & qualify potential leads to the CEO Forum
- Recruiting new leads and members to the CEO Forum
- Assist with on boarding of new CEO Forum members
- Selling sponsorships to the CEO Forum
- Communications with current and prospective CEO Forum members
- Maintaining a robust prospect list
- Tracking and staying on pace with CEO Forum member goals and budget
- Assisting with National Expansion of the CEO Forum
- Having a keen understanding of benefits offered by the CEO Forum & the Ohio Chamber of Commerce
- Auditing and procuring member contact information for Salesforce
- Work and communicate effectively with Executive and Assistant Directors of the CEO Forum

Required Qualifications:

- Four-year degree or equivalent work experience
- Experience working with middle-market business owners
- Communication experience with C-Suite executives
- Able to work well under pressure
- Highly organized and capable of handling multiple projects and deadlines
- Ability to act quickly and resolve problems
- Effective communicator; both internally & externally
- Knowledge of Salesforce best practices

Work Environment:

- Travel up to 20% of the time. Some overnight travel may be required.
- Work location for this role will be determined based on the employee's geographic location