

# **The University Club of Rockford**

## **Director of Membership**

### **And Business Development**

**Title:** Director of Membership & Business Development

**Reporting to:** General Manager

**Position Summary:** The Membership and Business Development Director is responsible for meeting/exceeding established performance metrics for the recruitment of new members for the University Club of Rockford and for meeting established performance metrics in increasing usage of the Club's facilities for special events by its members, within current Club guidelines. He/She works directly responsible to and closely with the General Manager, and closely with the Catering Manager, the Club membership and the Executive Committee of the Board of Directors to achieve these goals.

#### **Duties & Responsibilities:**

- + The successful recruitment of a minimum of 65 appropriate and qualified individuals, couples or families per rolling year to submit applications for membership to the University Club of Rockford.
- + The booking of 12 new special business or personal events per rolling year by current members of the University Club of Rockford.
- + The integration of new members into the University Club of Rockford, its programs, activities and membership, to insure an immediate optimum experience for each new member.

#### **Desired Qualifications:**

- + A minimum of a bachelor's degree.
- + Demonstrated experience in membership recruitment, face-to-face sales, fund development, or a similar field of endeavor.
- + A resident of Winnebago County.
- + Strong personal and verbal skills.

- + Appropriate dress.
- + Access to reliable personal means of transportation.
- + Ability to work in an unstructured and unsupervised environment.
- + Availability to work flexible hours.
- + Comfort in the presence of senior executives and individuals.

**Compensation:**

The Director of Membership and Business Development is compensated on a combination salary/commission basis. A base salary of \$24,000 per year (\$2,000 per month) is provided, with the opportunity to earn an additional \$16,000 per year (or greater) in commissions, derived from a \$250 per new member fee, paid monthly.