

Job Role	The position would be Deputy Director at IMC Chamber of Commerce and Industry's Membership department
No. of Positions	1
Designation	Deputy Director
Responsibilities & Desired Skills	<ul style="list-style-type: none"> • The profile requires maximum on the field work. • Visit members on recurring basis to know their feedback and inform management accordingly. • Develop and implement a plan to increase membership. • Identify prospective members and lead generation and conversion. • To attend online and in person events to meet potential new members. • Build relationship with existing members and take references for new membership. • Educate members and non – members about benefits of IMC Membership. • Cold calling to approach for new membership. • Retention of old members. This will be required to ensure that old members get all the clarifications and services they require, to ensure they are retained. In case any member resigns, you are required to speak to the member and try to persuade the membership, not to resign. In case, it is not possible to retain a member, detailed explanation about the same should be recorded on the file, giving reasons why the member does not wish to continue. • Achieve agreed targets and maximize company Revenue. • Co-ordinate with back office or other related department if required. • Keep yourself updated with the chambers activities. • Keep records of all the leads and conversions.
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