Greater Manchester
Chamber of Commerce

Live Vacancy

Role – Membership Development Manager
Salary – £27,000 per annum + monthly commission
Reporting to – Head of Membership

About Greater Manchester Chamber of Commerce

The award-winning Greater Manchester Chamber of Commerce provides first-class business support to a diverse Membership of companies from all sectors. Greater Manchester Chamber of Commerce is one of the UK's largest Chamber of Commerce working with over 3,500 business members accounting for over a third of the Greater Manchester workforce. The Chamber is focused on helping businesses to thrive locally, nationally and globally. We are an Investors in People Gold accredited organisation with a strong commitment to employee wellbeing, personal development and creating a positive, supportive working environment.

Role Summary

We're looking for an enthusiastic, ambitious and relationship-focused Business Development Manager to join our Membership Team. Working as part of a collaborative team, you will identify and engage prospective member businesses, understand their objectives and demonstrate how Chamber membership can support their growth and success. You will build relationships through phone calls, meetings, networking events and referrals, taking a consultative approach to converting prospects into long-term Chamber members.

Main Duties and Responsibilities

- Research, identify and engage prospective member businesses across Greater Manchester.
- Build and maintain a pipeline of qualified opportunities through proactive prospecting, networking, referrals and lead generation activity.
- Conduct meaningful conversations with business leaders to understand their objectives, challenges and growth ambitions.
- Present the value of Chamber membership using a consultative approach tailored to each organisation's needs.
- Manage opportunities through the sales cycle from initial contact through to conversion and onboarding.
- Work towards and exceed agreed monthly KPIs and income targets.
- Attend networking events, Chamber events and external business events to raise awareness of the Chamber and generate new opportunities.
- Develop strong relationships with prospects and key stakeholders across the region.
- Work closely with the Relationship Management team to ensure a seamless handover and positive onboarding experience for new members.

- Maintain accurate prospect records and pipeline activity within the CRM system.
- Identify opportunities for sponsorship, commercial partnerships and wider Chamber engagement where appropriate.
- Act as an ambassador for the Chamber, always representing the organisation professionally.

Knowledge, Skills and Experience

- Strong communication and relationship-building skills.
- A positive, proactive and self-motivated approach.
- Comfortable speaking with senior decision-makers and business owners.
- Ability to build rapport and establish credibility quickly.
- Excellent organisation and time management skills.
- Comfortable working towards targets and performance measures.
- Ability to manage multiple opportunities and priorities simultaneously.
- Strong written and verbal communication skills.
- Professional and collaborative approach to teamwork.
- Competent in Microsoft Office and CRM systems.

The Greater Manchester Chamber of Commerce is a committed Equal Opportunities Employer. A copy of our policy can be requested from the HR Department.

Should you wish to apply for this role, please send a cover letter and CV to reet.sercombe@gmchamber.co.uk

https://www.gmchamber.co.uk