

Sales Lead, Membership Department

The position title is Membership Staff, Lead and is an integral part of the Bender Jewish Community Center in Rockville. The Bender JCC is a premier community center at the heart of Jewish life in Montgomery County, operating a full scale health and fitness center, pre-school, day camp and variety of education and arts programs.

We're looking for an experienced Sales Professional with leadership skills for our Membership Department. This full-time position leads the membership sales process including maintaining the organization's high standards of customer service for current and prospective members. The position is responsible for achieving sales goals within membership's financial objectives and serves as the point person for new membership sales.

Responsibilities include:

- Implementing and monitoring the membership sales business plan;
- Recruiting new members through various channels, including external sourcing and member referrals;
- Creating partnerships with local community businesses and organizations;
- Responding to telephone and email membership inquiries;
- Booking and conducting facility tours.
- Completing all membership paperwork for new members, including the membership application;
- Scheduling initial trainer consultation;
- Tracking, preparing and reporting on daily membership sales and month-end numbers;
- Maintaining the membership data base.

Qualified candidates will possess the following: a Bachelor's degree or equivalent work experience, at least two years relevant sales experience with superior communications and people skills. Strong computer skills are required including experience with Microsoft Office and Outlook, data entry and lead tracking software with the ability to learn new programs and software analytic and basic math skills. Excellent organizational, problem solving and decision making skills are also desired.

Benefits include health/dental, life insurance, long-term and short-term disability, paid time off (PTO), holidays, flexible spending account, 403(b), free membership to our on-site fitness center, indoor/outdoor pools and employee discounts to most Center programs. We are conveniently located near two Metro Red Line stations and have free on-site parking.

To apply, send resume, cover letter and salary requirements to jobs@jccgw.org.