

Job Advert

Job Title: Membership Development Executive

Contract: 12 month, fixed-term contract

Salary: Competitive plus commission and benefits

Location: Flexible within the South of Scotland

The Scottish Council for Development and Industry (SCDI) is an independent, not-for-profit membership organisation representing the private, public and social economy sectors. SCDI works to influence and inspire key stakeholders to create sustainable economic growth for everyone in Scotland.

An exciting opportunity has arisen for an experienced business-to-business sales professional to lead membership development and recruitment across the South of Scotland on a 12 month, fixed-term contract.

This position will be aligned to and co-ordinate with the national membership team and events programme across Scotland.

Main Responsibilities

- Drive membership recruitment activity across the South of Scotland.
- Increase membership numbers through targeted and co-ordinated business recruitment campaigns.
- Grow income and profitability through recruitment of large businesses in to membership.
- Increase revenue through ticket sales for national strategic events and conferences.
- Identify new income and sponsorship opportunities.
- Effective relationship management of SCDI members and non-members within the region, ensuring they are actively engaging with SCDI and participating in SCDI activities.
- Responsive follow up with SCDI members and non-members in a proactive and professional manner.

The above list of responsibilities is not exhaustive, and you may be required to undertake other responsibilities in support of the Membership function.

Skills, Knowledge, Experience

- A strong understanding of the business environment across the South of Scotland.
- An established network of business contacts across a wide range of sectors.
- Excellent communication, presentation and organisational skills.
- Experience of managing multiple internal and external stakeholders.
- Commercial and business acumen.
- Budget management experience.
- Strong influencing and negotiating skills.

There will a requirement for the successful candidate to travel across Scotland and work outside of normal working hours on an ad-hoc basis.

Date: December 2018