



Membership & Development Coordinator

The Membership & Development Coordinator is responsible for retaining and growing DTSF's membership base and securing sponsors for DTSF events.

The ideal candidate is out-going and a self-starter; has sales or development experience; is results oriented; possesses excellent customer service and communication skills; and has a track record of establishing and growing relationships with a broad range of stakeholders.

Must be able to demonstrate alignment with DTSF's core values: building community, embracing diversity, having integrity, and inspiring passion for downtown Sioux Falls.

Full time, Monday-Friday, 9:00 AM-5:00 PM. Required to work some evenings, weekends, and holidays. Reports to the DTSF President.

Specific job duties include, but are not limited to:

- Develop and implement an annual plan to engage members and new businesses:
 - Conduct member outreach efforts,
 - Prospect new members,
 - Coordinate the Membership Outreach Committee,
 - Coordinate monthly membership meetings and mixers,
 - Coordinate business seminars and webinars,
 - Draft member newsletters,
 - Assist with maintaining DTSF's member database (Neon CRM), and
 - Provide monthly metrics for membership and sponsorships.
- Develop and implement an annual plan to acquire sponsors for events and promotions:
 - Prospect and negotiate sponsorships for cash and trade,
 - Draft contracts for the President to review, and
 - Oversee fulfillment of the sponsorship.
- Assist with events Block Parties, Riverfest, Parade of Lights, and other events as needed. May require heavy lifting, exposure to seasonal weather conditions, and prolonged standing.

Experience

- 4 years of development or sales preferred.
- College degree preferred.

Compensation

- \$32,000 – \$40,000/yr. base, plus commission based on performance
- Available benefits: health, vision, dental, and retirement.

Powered by:

Sanford Health

Howalt+McDowell Insurance, a Marsh & McLennon Agency

Avera Health | CorTrust Bank | First Dakota National Bank | First National Bank | First PREMIER Bank

Holiday Inn | Sammons Financial | U.S. Bank | Wells Fargo