



Manager, Membership Development & Special Projects

Job Description

The Tennessee Chamber of Commerce & Industry is seeking a highly motivated, organized, and enthusiastic Manager, Membership Development & Special Projects to join its team. The Tennessee Chamber represents Tennessee's diverse business and manufacturing interests on major public policy issues and works to foster collaboration across the state's business community. As an umbrella organization, the Tennessee Chamber brings together businesses, trade associations, and local chambers to advance policies and initiatives that strengthen Tennessee's economy and support a thriving business environment.

This position provides an opportunity to contribute across multiple areas of the organization, with a primary focus on membership development and engagement and special projects. This role will support membership outreach and retention efforts, coordinate special initiatives and events, and provide operational and administrative support to department leaders. A significant component of the role will be coordinating the Tennessee Chamber Foundation's Be Pro Be Proud Tennessee workforce development initiative, including managing program operations, school and community outreach, event coordination, stakeholder engagement, records, and website content.

The ideal candidate is a proactive, detail-oriented team player who can manage multiple priorities, build relationships with a wide range of stakeholders, and take ownership of projects from planning through execution.

Responsibilities

Membership Development & Engagement

- Conduct membership outreach, including invoice follow-up, member check-ins, and renewal and retention efforts.
- Assist with identifying opportunities to strengthen member engagement and increase participation in Tennessee Chamber programs and events.
- Maintain accurate membership records and engagement data.
- Develop prospective new member targets and strategies.
- Support membership recruitment efforts and assist with onboarding new members.
- Coordinate follow-up with prospective and current members and ensure timely communication.

- Assist with member communications, outreach campaigns, and engagement initiatives.

Be Pro Be Proud Tennessee Workforce Development Initiative

- Oversee day-to-day operations and scheduling of the Be Pro Be Proud Tennessee Mobile Workforce Unit.
- Coordinate outreach and scheduling with schools, educators, employers, community leaders, chambers, and other partners.
- Build and maintain relationships with key program stakeholders and identify opportunities to expand program reach and engagement.
- Track and maintain accurate records of tour requests, school visits, partner outreach, donations, contacts, and program activities.
- Coordinate logistics and execution of Be Pro Be Proud events, school visits, community engagements, and Mobile Workshop Tour stops.
- Monitor program participation and outcomes and provide recommendations to improve program effectiveness and reach.
- Assist with program communications, marketing, and promotional efforts.
- Manage and maintain Be Pro Be Proud website content and data, ensuring information is current, accurate, and engaging.
- Support grant reporting, data collection, and other administrative requirements associated with the program.

Special Projects, Events & Organizational Support

- Coordinate and support special projects and initiatives across the organization.
- Provide logistical and administrative support for meetings, conferences, events, and programs.
- Support department leaders with research, data management, correspondence, scheduling, and other projects as needed.
- Work collaboratively across departments to advance organizational priorities and ensure projects are completed accurately and on schedule.
- Perform other duties and responsibilities as assigned.

Qualifications

- Bachelor's degree in related field.
- 3–4 years of relevant professional experience preferred.
- Strong organizational and project management skills, with the ability to manage multiple priorities and deadlines.
- Excellent written, verbal, and interpersonal communication skills.

- Ability to build and maintain positive relationships with diverse stakeholders, including business leaders, educators, community partners, and members.
- Strong attention to detail and a high level of accuracy in managing information, records, and communications.
- Proficiency with Microsoft Office and the ability to learn and effectively use membership databases, website platforms, and other technology systems.
- Self-motivated and proactive, with the ability to take initiative and work independently while contributing effectively to a team.
- Strong problem-solving skills and the ability to adapt to changing priorities.
- Positive, professional attitude and a strong commitment to teamwork and organizational success.
- Ability and willingness to travel periodically throughout Tennessee in support of Be Pro Be Proud and other Tennessee Chamber programs and events.

The Tennessee Chamber offers a competitive salary and benefits package commensurate with experience. Candidates must be willing and able to work in downtown Nashville per the Chamber's current hybrid work schedule. Some statewide travel will also be required (less than 40%).

How to Apply

Interested candidates should submit a resume and cover to **Sarah Burnett** (sarah.burnett@tnchamber.org) with the subject line: **Manager, Membership Development & Special Projects Application**. Preferred start date October 5, 2026.