



Membership Services Manager

Wayzata – West Metro Minneapolis/St. Paul Region

Wayzata West Metro Chamber

With an 85+ year history, the Wayzata West Metro Chamber is a 420+ member organization that connects businesses and communities across the Twin Cities west metro through impactful programming, signature events, and meaningful partnerships.

Mission: To be a positive force in our communities — connecting, promoting, and supporting our members

Vision: Where business and community thrive together

Values: Excellence • Resilience • Prosperity • Fun

The Opportunity

The Wayzata West Metro Chamber seeks a relationship-driven Membership Services Manager to grow and retain membership while expanding sponsorship revenue for Chamber programs and major festivals. This high-visibility role is ideal for someone who excels at building connections, driving engagement, and creating long-term value. *Reports to the President.*

Key Responsibilities

Membership & Engagement

- Recruit and retain members through proactive relationship management.
- Develop a system to track and improve member engagement.
- Lead the Ambassadors group and activities, support the Programming & Membership Committee, and grow Wavemaker volunteer involvement.

Sponsorship Development

- Sell, grow, and retain sponsorships.
Ensure benefits from sponsorship packages are implemented and tracked.
- Partner on sponsorship recruitment for major Chamber festivals.

Programs, Events & Operations

- Plan and execute member programs and events
 - Lead the Annual Roger Miller Golf Classic
 - Support on-site operations at major festivals (four weekends/year)
 - Manage membership database and engagement tracking
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Qualifications

- A proven track record of growing a membership organization through relationship selling is required.
 - 3+ years of experience in a membership organization is preferred.
 - An undergraduate degree is preferred but not required.
 - Prior experience in sales, fundraising, sponsorships, or membership development.
 - Strong relationship-building, communication, and organizational skills.
 - Prior experience working with volunteers and committees in a major win.
 - Proficiency with Microsoft Office, Google Suite, and CRM systems (GrowthZone a plus)
 - Willingness to work occasional evenings and weekends.
 - Ability to lift up to 50 pounds.
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Why This Role Matters

You'll help shape a thriving business community, power community festivals and events, and play a key role in the Chamber's continued growth and impact.

Full-time | Salary & benefits commensurate with experience

Posting Date: February 16, 2026

How to Apply: Please send a cover letter, resume, and salary expectations to judy@wayzatawestmetrochamber.com by **Friday, March 20, 2026**

The Wayzata West Metro Chamber is an equal opportunity employer and values diversity in the workplace.