



## **RMH BUSINESS ENGAGEMENT COORDINATOR**

Retail Merchants of Hawaii is seeking a highly motivated, sales driven and goal oriented professional who:

- Utilizes relationship and networking skills to market RMH and grow retail and allied services membership
- Possesses excellent communication and presentation skills
- Canvases business community to meet and recruit prospective companies
- Helps to facilitate membership events
- Creates recruitment partnerships in the community
- Can work flexible hours, including events and weekends

Competitive salary commensurate with experience, parking and a benefits package for this full time position

### **Overview of the Position:**

**Reports to:**

- RMH President

**Job Type:**

- Full-time

**Location:**

- Honolulu, HI

The primary duty of the Business Engagement Coordinator is to recruit retail stores and support businesses (that provide products and services to retailers) to sign up as paid members and to meet membership recruitment goals. The Business Engagement Coordinator will use their network and sales and marketing expertise to strategically identify prospects, make effective presentations, and utilize creative ways to increase RMH members. It is expected that the Business Engagement Coordinator will spend time in the field meeting with potential members, facilitating recruitment events, and creating recruitment partnerships in the community. **This role requires the ability to support the entire state and work flexible hours including some evenings and possible weekends.**

### **Responsibilities:**

- Responsible for developing, implementing, and assessing comprehensive year-round recruitment plans for RMH membership growth.
- Foster and enhance strong relationships with appropriate retailer stores, shopping malls and centers, wholesalers community organizations, corporations, within targeted areas to positively impact membership growth.
- Initiates and pursues communications strategies and protocols needed to convert prospective members (leads) to paid members.
- Utilize customer relationship management to support the pursuance of leads.
- Assist in committee meetings.
- Organizing special recruitment events and programs and working with RMH committees.
- Help manage RMH events including but not limited to the General Membership Meeting, Golf Tournament, Annual Conference and Ho`okela Awards and Membership Mixers
- Manage and track event expenses; ensure budgets are managed
- Assist in the planning and execution of RMH events for both members and the community.
- Assist in securing sponsorships opportunities to promote the RMH brand.
- Other duties as assigned

### **Job Qualifications:**

- Education Minimum Bachelor's Degree or at least 3 consecutive years of job experience required.

### **Experience Competencies and areas of expertise must include:**

- Self-management and Confidence
- Sales Ambition and Drive
- Marketing Knowledge and Skill
- Excellent Oral and Written Communication
- Strong customer service skills.

- Strong organization skills.
- Demonstrated ability to work independently with minimal supervision.
- Demonstrated ability to multitask, managing time and priorities appropriately.
- Independent self-starter
- Must be a team player
- Demonstrated ability to perform detail-oriented work.
- Skilled in using Microsoft Office.