



Now Hiring: Investor Development Executive

The Investor Development Executive is responsible for growing new chamber of commerce member investor sales and strengthening member retention. This position primarily conducts personal sales efforts and fosters relationships with a portfolio of member investors (estimated first year revenue goal is \$246,000). As a visible and active representative of Aspire, this position regularly engages with stakeholders through meetings, events, and outreach, fostering meaningful connections that support member success and regional economic growth.

This is an opportunity to execute growth plans, connect a variety of business owners together, build relationships, and create value for member investors in a vibrant, growing economy within the Indianapolis MSA.

This position requires someone with confidence, self-motivation, genuine compassion for business ownership, a positive attitude, and strong interpersonal communications and customer service skills. The successful candidate will also be highly organized and detail-oriented, with strong documentation habits and history of using CRM systems and Microsoft Office products. The ideal candidate will be driven to achieve and will always display an exemplary manner of professionalism.

The candidate must have two or more years of successful sales in a business-facing environment. This position is hybrid but always expected to be in person for client meetings and organization events, including on remote days.

About Aspire Johnson County:

Aspire Johnson County, dba Aspire Economic Development + Chamber Alliance, drives economic development and business success in Johnson County, Indiana, and southern Indianapolis. As the local economic development organization for Johnson County, Aspire leverages community development opportunities to attract, retain, and expand businesses in the county. As the chamber of commerce, Aspire leads the area's business community by advancing pro-growth policy and providing comprehensive member services to entrepreneurs, small businesses, and large corporations.

About Johnson County, Indiana

Johnson County, one of Indiana's fastest-growing counties, is a contiguous suburb of the state's capital and a key player in the powerful Central Indiana economic corridor. Johnson County's GDP is \$8.1 billion, and unemployment rate is 2.4% (April 2025).

Johnson County is home to 172,000 residents, primarily living in and around the cities of [Greenwood](#), [Franklin](#), and [Bargersville](#). Another 150,000 people live within five miles north of the County in southern Indy, fueling business growth and success within the Johnson County and Southern Indy area.

Compensation + Benefits:

This position offers a base salary of \$40 to 45,000 based on experience plus commission and performance bonuses, with potential for on-target earnings of approximately \$70,000. Full benefits include group health, dental, vision, and life insurances, 401(k), 401(k) match, paid time off, and holiday pay. All benefits are subject to new hire introductory period.

To Apply:

After reviewing the following job description, email your cover letter and resume to Jonathan Loo at AppleTree Staffing, JLoo@appletreestaffing.com. Questions may be directed to Jonathan at this email address or 317.887.0747.

Staff Team Position:

Investor Development Executive

Job Summary and Responsibilities

Responsible for growing new member investor sales and strengthening member retention. Intentionally conducts personal sales activity. Collaborates on member services design to create value for members. Fosters relationships with a portfolio of member investors and conducts member investor retention efforts as an engaged member of the staff team, eager for the success of the organization and the local economy.

Responsible to: Vice President of Investor Development and Relations

Direct Reports: None.

FLSA Status: Full-time, Exempt.

Primary Responsibilities:

Aspire staff team job descriptions are intended to be overviews of primary responsibilities and should be regarded as fluid documents which will evolve as the organization and stakeholders' needs evolve.

Sales and Revenue Development – 70%

- Collaborate with the Vice President of Investor Development and Relations and department staff to develop and then execute new member recruitment and retention strategies such as prospecting, sales, communications, payment collection, and member onboarding.
- Conducts personal sales efforts to research, identify, prospect, cultivate, and close new member investor sales to meet or exceed monthly and annual goals, including but not limited to social media and internet research and outreach; generating referrals; placing daily telephone calls; personal visits and cold calling; email outreach; mailings and print collateral.
- Attend non-Aspire networking events and community development activities in our service area to be a goodwill ambassador for Aspire and prospect new member investors.
- Support all other Aspire program and/or revenue goals by referring volunteer opportunities and recommending and selling sponsorships, publication advertising, and non-dues opportunities to members.
- Tracks key performance indicators using quantifiable performance measures for sales and retention to gauge and compare performance towards operational and strategic goals; develops and maintains reports to communicate performance to staff.

Investor Relations and Retention – 30%

- Intentionally cultivates relationships with a portfolio of member investors to increase member engagement, retention, and loyalty.
- Proactively identifies, communicates, and coordinates opportunities to create membership value for and between member investors.
- Implements effective relationship management through a high standard of documentation and record keeping via member relationship management software.
- Collaborates with department staff team to help identify and then implement and manage member services such as savings programs, marketing, recognition, and connections.

- Manages accounts receivables for dues revenue items including but not limited to conducting personal retention sales efforts to close investment renewals and collect on past-due accounts.
- Attend Aspire programs and other activities designed to foster membership relations and engagement.
- Guarantees customer satisfaction by anticipating problems and handling member expectations in a professional manner; ensures customer satisfaction and loyalty by anticipating and addressing needs and desires; providing flexible customer service.
- All staff team members actively share information about all organizational events and services, including community and economic strategic plan initiatives, and public policy updates; and all staff team members support business expansion, attraction, and retention through internal information sharing and referrals.

Required Position Skills and Demonstrated Abilities:

Other combinations of education and experience might provide the necessary knowledge, skills, and abilities to perform this job.

- Two or more years successful sales in a business facing environment.
- Highly organized and detailed with ability to prioritize and manage time effectively to ensure business results are achieved.
- Stays current with new insights into customers' motivations, behaviors, and preferences through active learning and applying these inferences to customer relations, retention, and sales decision-making and problem solving.
- Strong interpersonal skills during both oral and written communications; exemplary manner of business professionalism.
- Proven ability to present ideas effectively, both verbally and in writing, and to negotiate with / influence others in a positive manner.
- Develop strong collaborative, working relationships with a diverse group of stakeholders, gaining their trust through diplomacy, active listening, and respect.
- Proficiency with CRM software and client portfolio management.
- Possess an intermediate skill level or above in using Microsoft Word, Excel, Outlook, and Teams.
- Bachelor's degree in business, marketing, or related field; a combination of education and experience may be substituted when competency is demonstrated.

Additionally, must abide by all organizational policies and procedures, and must possess:

- A valid driver's license, reliable transportation, and proof of insurance.
- Flexibility to conduct work before and/or after traditional business hours (i.e., 8am to 5pm) and attend meetings/events before and/or after traditional hours; flexibility to conduct work outside of the office as needed and appropriate.
- Physical requirements may include sitting, standing, or walking for extended periods of time; operating office equipment; and lifting to 25 pounds. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.