

## **External Affairs Representative – Small Business Council (1099 Contractor)**

### **Position Summary**

The Ohio Chamber of Commerce is seeking highly motivated External Affairs Representatives to help grow the Ohio Small Business Council, the statewide voice for small businesses. Representatives will manage exclusive territories, conduct daily outreach, and build meaningful relationships that drive membership growth.

This role is ideal for someone who thrives in a fast-paced, metrics-driven environment, enjoys meeting business owners, and wants the freedom and earning potential that comes with an independent contractor structure.

### **Key Responsibilities**

- Conduct consistent daily outreach, including calls, emails, and in-person meetings.
- Hold 10 qualified conversations per day and maintain strong pipeline activity.
- Sell new Small Business Council memberships and clearly communicate the value proposition.
- Manage territorial planning, prospect research, and ongoing relationship building.
- Represent the Ohio Chamber professionally in external settings and community engagements.
- Complete weekly reporting and stay aligned with Chamber administrative processes.
- Participate in ongoing coaching, training, and monthly performance check-ins.

### **What You'll Promote**

- Ohio Chamber advocacy and its impact on small business policy.
- Cost-saving programs in healthcare, HR, and workers' compensation.
- High-value networking, statewide visibility, and exclusive programming through the Council.
- Access to Ohio's most influential pro-business organization and its resources.

### **Compensation**

This is a 1099 commission-based role with a strong commission structure and significant earning potential for high performers.

- Basic expense reimbursements may be available.
- Full training, onboarding, and administrative support are provided.
- Ongoing coaching from the Chamber's External Relations and Sales leadership.

### **Performance Expectations**

- Maintain consistent daily activity and meet weekly membership goals.
- Uphold professionalism and alignment with the Chamber's mission and values.
- Demonstrate strong follow-through, organization, and accountability.

### **Ideal Candidate**

- Clear, confident communicator with a strong external presence.
- Highly self-motivated and able to work independently.
- Experience in B2B sales, field sales, fundraising, or economic/community development.
- Organized, goal-driven, and entrepreneurial.
- Passionate about supporting small businesses and strengthening Ohio's economy.

### **How to Apply**

Resumes and cover letters can be emailed to Ethan Schaffer, Director of External Relations, at [eschaffer@ohiochamber.com](mailto:eschaffer@ohiochamber.com)