

# Houstonfirst

## Job Posting

<b>Job Title:</b>	<b>Partnership Sales Manager</b>
<b>Department:</b>	<b>Partnerships and Event Development</b>
<b>Reports To:</b>	<b>Director, Partnership Sales</b>
<b>Location:</b>	<b>701 Avenida De Las Americas</b>
<b>Hours:</b>	<b>8:00 a.m.-5:00 p.m. Monday - Friday</b>
<b>FLSA Status:</b>	<b>Exempt, Full-time</b>
<b>Date:</b>	<b>November 2017</b>

**SUMMARY:** The Partnerships and Event Development business unit's role is to generate revenue and resources and to lead in fostering the creation, acquisition, management and growth of tradeshow, conferences and events held annually in Houston.

The Partnership Sales Manager will be responsible for generating revenues through sales of sponsorships/partnerships across the Houston First Corporation (HFC) portfolio of properties, assets and events.

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS:** (individual duties, assignments and responsibilities required of the position)

- Craft customized sales proposals and presentations that creatively and distinctly differentiate and communicate a value proposition to targeted prospects.
- Sell and market multi-layered sponsorships/partnerships across a diverse portfolio of marketable assets and events.
- Develop corporate sales revenues across HFC's portfolio of proprietary events.
- Negotiate terms of sponsorship/partnership contracts that may include (but not be limited to) exclusive service rights, media, infrastructure assets, digital platforms and promotional rights;
- Meet and exceed revenue and account goals.
- Maintain a high level of understanding of current business opportunities available through HFC owned assets and HFC's portfolio of events.
- Ensure seamless handoff and coordination of all partner activations and deliverables with Partnership Services staff.
- Effectively build contact lists and opportunities through networking and development of relationships.
- Properly and effectively use the necessary CRM software and tools provided.
- Maintain accurate, organized, detailed and up to date records, files, databases, contacts and budgets.

**QUALIFICATIONS:**

- Demonstrated ability to communicate a value proposition to prospects.
- Excellent presentation skills.
- Ability to communicate effectively in oral and written form to all levels of an organization.
- Ability to work and thrive in a fast-paced environment and execute effectively against multiple projects and deadlines.
- Demonstrated ability to take initiative, anticipate needs and exercise independent and sound judgment.

- Proficient with Microsoft Word, Excel, Outlook, and PowerPoint.

**SUPERVISORY RESPONSIBILITIES:** (personnel supervision, budgets, performance, etc.)

- This position has no supervisory responsibility.

**EDUCATION AND/OR EXPERIENCE:** (special training, certifications, college degree, etc.)

- Bachelor's Degree.
- Two (2) to four (4) years of sales experience.
- Sponsorship sales experience preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:** (technical, communication, interpersonal, etc.)

- Excellent sales techniques, networking skills and proven track record as well as effective interpersonal skills.
- Excellent written and oral communication, judgment and decision-making skills.
- Must be able to make effective written and oral presentations in a public setting.
- Must be computer literate, with working knowledge of Windows, Excel, PowerPoint, Prezi or similar software.

**MISCELLANEOUS:**

- Must pass a pre-employment drug test

**WORK ENVIRONMENT:** (overtime, travel, physical demands, and conditions)

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- No major sources of discomfort; essentially normal office environment with acceptable lighting, temperature and air conditions.

**ANNUAL SALARY:** Commensurate with experience

**POSTING DATE:** November 2017

**CLOSING DATE:** Until filled

**APPLICATION PROCEDURE:**

- 1) Fill out a "CCSI Application" and attach a current resume
- 2) Submit both, application and resume, to Human Resources at [hfijobapplications@houstonfirst.com](mailto:hfijobapplications@houstonfirst.com)

*The individual selected for the position described above will be employed by Convention and Cultural Services, Inc., and in accordance with an existing Services Agreement, will perform services for Houston First Corporation.*

An equal opportunity employer.