

# Houstonfirst

## Job Posting

<b>Position:</b>	<b>Partnership Sales</b>
<b>FLSA:</b>	<b>Exempt</b>
<b>Department:</b>	<b>Partnership Sales</b>
<b>Reports to:</b>	<b>Vice President of Enterprise Strategy</b>
<b>Reporting Location:</b>	<b>Partnership Tower</b>
<b>Workday &amp; Hours:</b>	<b>Flexible schedule - including evenings, Weekends and Holidays Monday through Friday</b>

**SUMMARY:** The Partnerships and Event Development business unit's role is to generate revenue and resources and to lead in 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 Corp. (HFC) portfolio of properties, assets and events.

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

- Maintain a high level of understanding of current business opportunities available through HFC owned assets and HFC's portfolio of events;
- Effectively build contact lists and opportunities through networking and development of relationships;
- Sell and market multi-layered sponsorships/partnerships across a diverse portfolio of marketable assets and events;
- Craft customized sales proposals and presentations that creatively and distinctly differentiate and communicate a value proposition to targeted prospects while also serving the interests of HFC, namely profitability;
- 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;
- Ensure seamless handoff and coordination of all partner activations and deliverables with Partnership Services staff;
- Manage the timely client invoicing and detailed reporting process; Properly and effectively use Salesforce® and other necessary CRM software and tools provided;
- Create and distribute monthly sales-pipeline/sales status reports;
- Maintain accurate, organized, detailed and up to date records, files, databases, contacts and budgets;
- Meet and exceed revenue and account goals.

**Knowledge, Skills and Abilities: (technical, communication, interpersonal, etc.)**

- Capacity to understand "big picture" strategic objectives while managing and negotiating tactical executions at multiple levels
- Advanced written and verbal communication and interpersonal skills
- Demonstrated ability to develop and maintain outstanding client relationships – at the most senior levels and implementation level

- Ability to respond quickly and effectively to clients' needs and issues
- Strategic ability to conceptualize, develop and implement programs that build client brands and provide a foundation to drive client business growth
- Demonstrated problem-solving and solutions skills
- Professional appearance and persona with a strong work ethic and a positive, can-do attitude
- Exceptional ability to organize work and tasks; attention to detail and excellent follow-through
- 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 Demonstrated passion for learning new things, continuous improvement sharing best practices
- Must be detail oriented and have analytical problem-solving capabilities
- Manages confidentiality without exception
- Experience with Microsoft Word, Excel, Outlook, and PowerPoint

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

- This position will manage outside teams and potentially future team members responsible for sales.

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

- Bachelor's Degree;
- Proven record of senior-level account management with a minimum of four (4) years of sales experience;
- Sponsorship sales experience preferred;

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

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

**MISCELLANEOUS:**

- Must pass a pre-employment drug test

**ANNUAL SALARY:** Commensurate with experience

**POSTING DATE:** June 8, 2021

**BENEFITS:** Medical, Dental and Vision insurance  
 401(K) (100% match up to 6%)  
 Paid Holidays (10 Days)  
 Paid Time Off (120 hours first Year)  
 Health Reimbursement Account and Flexible Spending Account  
 Tuition Reimbursement (Up to \$5,200.00 annually)  
 Paid Basic Life & Accidental Death and Dismemberment  
 Paid Short-term and Long-term Disability Pay

**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 [hfjobapplications@houstonfirst.com](mailto:hfjobapplications@houstonfirst.com)