**PPAI JOB DESCRIPTION**

Revised:

*Business Development, Account Manager*

*The Business Development, Account Manager manages the relationships with the members, in relation to their business relationship with the Association, assisting them in their purchasing of tradeshow booths, sponsorships and advertising, publications advertising and sponsorship revenue for association events.*

**Reporting Structure**

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| --- |
| Title of reporting manager: Director, Business Development |
| Department: Business Development |

**Job Status**

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| --- |
| FLSA Status (Exempt / Non-Exempt): Non-Exempt |
| Compensation (Hourly / Salary): Hourly |
| Job Status (Full-Time /Part-Time /Temp): Full-Time |
| Daily Schedule (Start time Flexible / Not Flexible): Flexible |
| Work Location: Position must work from HQ location: Yes |

**Job Description**

|  |
| --- |
| How many people does this position supervise: 0 |
| Does this position have disciplinary responsibilities: No |
| Does this position have hiring / termination responsibilities: No |
| Does this position have evaluation responsibilities: No |

**Essential Functions and Primary Duties *(list up to 10 most important points)***

1. Sell tradeshow booths, sponsorships and advertising, publications advertising and sponsorship revenue for association events.

2. Provide a high level of customer service to existing members and potential new members

3. Develop new business by identifying emerging markets to target prospects

4. Respond to and follow up on inquiries and leads in a timely manner

5. Represent Association to its members and prospects in multiple venues, including industry tradeshows.

6. Maintain ACT! Database by updating member records, entering lead information and documenting sales communications.

7. Develop new revenue generating sponsorships, advertising and ancillary products.

8. Track results and initiate actions that help Business Development

Department achieve its’ revenue goals.

9. Active participation in the booth space assignment process

**Secondary Responsibilities *(list up to 7 lesser important points*)**

1. Additional responsibilities as identified by Manager, Business Development

**Association Wide Responsibilities & Values (expectations of everyone)**

1. Provide honest and ongoing communication as needed to support success throughout the organization
2. Meet established deadlines for all projects, reports and communications for all audiences both internally and externally.
3. Provide high-quality products, reports, communications and projects for all audiences internally and externally.
4. Be fair, consistent, responsive and supportive of leaders, staff, board members, members and vendors
5. Help PPAI to continually seek improvement. Be prepared to personally manage changes taking place within PPAI and the industry.
6. Be empowered, accountable and responsible for your career success, actions, influence and impact upon the organization as a whole.
7. Foster cultural values, mission and overall organizational guidelines of PPAI.

**Education Requirements**

|  |  |  |
| --- | --- | --- |
| **School/Certification Authority** | **Degree/ Certification** | **Major/ Minor** |
| College: Preferred | BA/BS | Business related field |
| Industry Certification: Desired |  | Related field |

**Experience Requirements**

|  |  |  |
| --- | --- | --- |
| **Type of Work** | **Years of experience** | **Depth of Experience** |
| Inside phone sales | 5+ Years | High |
| Proven sales ability | 5+ Years | High |
| Customer Service | 5+ Years | High |

**Knowledge, Skills and Abilities**

|  |  |  |
| --- | --- | --- |
| **KSA’s** | **Years of experience** | **Depth of KSA’s** |
| Experience in CRM | 5+ Years | High |
| Effective written & verbal communication skills | 5+ Years | High |
| Highly organized and attention to detail | 5+ Years | High |
| Experience in M-S Office | 5+ Years | High |
| Relationship building | 5+ Years | High |

**Physical Requirements**

\*Sitting: Up to 8 hours per day in office / 0% at shows

\*Standing: Minimum 4 hours (tradeshow related) / 100% on show

\*Lifting: 25 pounds (tradeshow related)

\*Pushing/Pulling: 25 pounds (tradeshow related)

\*Bending/Stooping: 25 pounds (tradeshow related)

\*Extended work hours, extended weeks (endurance requirement):

Some weekends (tradeshow related) yes

**Work Environment**

\*Office environment: Yes

\*Trade shows floor or event venues:

Travel multiple days per trip, up to 20% (shows – client visits)

\*Temperature controlled environment: Yes

\* Travel: Must be able to travel: Yes, see above