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[www.Alpha.Win](http://www.Alpha.Win)

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#### **ALPHA WIN SPONSORSHIP SALES MANAGER**

The Alpha Win Sponsorship Sales Manager is responsible for raising money through the sale of sponsorships for our sporting events by targeting various companies, organizations, exhibitors and associations. The Sponsorship Manager creates sponsorship and sponsorship packages according to client specification. The Sponsorship Manager attends weekly company meetings, sales update meetings and conference planning meetings as required.

##### **ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned):**

- Utilize telephone solicitation, electronic and written correspondence and face-to-face meetings as tools in order to reach and exceed the budgeted sponsorship target for each sporting event;
- Research and develop a list of potential sponsors for each sporting event;
- Develop and maintain relationships with existing and potential sponsorship clients and exhibitors;
- Keep precise records of conversations with all clients, sponsors and exhibitors;
- Update the company database as required;
- Invoice sponsors once agreements have been reached;
- Assist in preparing promotional material to advertise sales opportunities;
- Maintain knowledge of conference timelines and sponsorship deadlines;
- Delegate administrative functions to assistants where possible;
- Meet with trade and professional organizations and other groups to organize, promote and discuss Alpha Win, services; and opportunities;
- Professionally represent Alpha Win at all times;
- Help determine the best way to reach our customers;
- Act as a guide and lead our other departments in developing, producing and fulfilling our customer needs;
- Introduce our company to different businesses both in & out of the industry to provide a greater recognition of the company;
- Create bonds with companies that help both in being recognized across many industries;
- Product development and customer relations;
- Providing insight into what customers want and new ideas we may have missed

##### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, continuous proactive skill and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ability to communicate customer needs and resolve issues independently. Ability to establish and master goals. Ability to identify and develop accounts. Ability to act independently with minimal or no supervision. Ability to communicate with clients and sell them on Alpha Win.

Job Type: Full-time, in office.  
A base salary plus commission will be offered.

