

## **POSITION: FULL TIME CONTRACT SALES EXECUTIVE**

### **COMPANY DESCRIPTION**

David Nalchajian, Inc. is a sponsorship sales and event management firm located in Fresno, CA. We work with fairs, events, tradeshows and music venues in the entertainment and food industries. We value positive, resourceful, self-propelled and forward thinking employees. We are a collaborative group looking to celebrate collective accomplishments while also providing our team meaningful experiences to advance their own professional and personal development. Our company has doubled in size over the past 3 years and expects similar growth within the next 3-5 years, planning to promote from within based upon performance.

### **JOB DESCRIPTION:**

The FT Contract Sales Executive is responsible for prospecting, setting meetings, preparing presentations, pitching and securing new and renewal business as it relates to sponsorship inventory for multiple event-based clients/properties. Sales Executive will need to quickly learn the available inventory and eventually be able to identify new opportunities/programs for each property/venue. A portion of the contract fulfillment, which may include physical labor during the events, will be required in addition to sales. The FT Contract Sales Executive is offered a competitive base retainer of \$2,800 - \$4,000 depending upon experience, commission and performance bonuses.

### **RESPONSIBILITIES**

- Continually seek and cultivate new business while nurturing existing relationships
- Develop customized presentations and proposals
- Negotiate sponsorship assets/deal points. Take ownership of all processes leading up to and finalizing partnership and sponsorship deals.
- Reporting to Sales Manager, follow business plan to meet and exceed sales goals
- Assist with contract preparation and maintain an organized, updated customer database
- Work with Project Manager and Activation Team to ensure all aspects of sponsorship agreements are executed
- Entertain sponsors at events to reinforce the value of their sponsorship and nurture relationships
- Monitor competitive advertising mediums to generate new sales leads
- Maintain high degree of poise and professionalism when interacting with internal and external clients
- General office duties shared by all staff: phones, messages, greeting visitors, etc.
- Perform additional duties as assigned by executive staff

### **DESIRED QUALIFICATIONS**

- Minimum of 2 years of relevant B2B sales experience (Sponsorship, Corporate Sales or Media Sales)
- Bachelor's Degree in Business Administration or similar field
- Ability to adapt to the environment, to solve practical problems, to deal with a variety of multiple variables in situations
- Proficiency using a CRM application to document sales efforts and client needs
- Motivation and ability to perform with limited supervision
- Superb attention to detail
- Professional communication skills, both written and verbal
- Strong work ethic – driven by integrity and desire for professional growth

### **REQUIREMENTS**

- Proficiency in most Microsoft Office applications (Word, Excel, PowerPoint, Outlook)
- Valid Driver License and reliable transportation. Travel required throughout San Joaquin Valley; no overnight
- Position includes physical activity; must be able to lift 30 pounds easily
- Some weekends, evenings and holidays

If you meet the requirements and feel you have the qualifications desired, please submit your résumé with a cover letter explaining why you have interest in this position to [amanda@nalchajian.com](mailto:amanda@nalchajian.com).