

SALES EXECUTIVE

JOB DESCRIPTION:

The Tucson Metro Chamber is a membership-based business advocacy and community development organization whose mission is to champion an environment where business thrives, and our community prospers. The Chamber is seeking a dynamic, motivated and articulate team player to join our sales team.

The ideal candidate will be a self-starter who thrives in building relationships, assessing and meeting the needs of businesses, and has a proven track record of success in achieving or exceeding sales targets and outcomes. The Sales Executive should be passionate about producing sales and providing customer service, and whose values should align with the Chamber's – Community Focused, Innovative, Visionary, Influence, Collaborative.

RESPONSIBILITIES

- Create a fantastic first impression to prospects and members
- Establish, develop and maintain positive business and customer relationships
- Achieve or exceed monthly sales targets and outcomes agreed upon
- Build and maintain a network of resources to sustain a well-developed pipeline of new sales leads
- Develop and implement strategies for sales
- Proactively, prospect, organize and categorize sales lead information
- Schedule meetings, plan, create and deliver presentations to prospects
- Communicate with customers and leads to identify and understand their product or service needs; identify and suggest appropriate membership, programs, and services resources to meet those needs
- Coordinate sales efforts with team members and other departments to optimize sales process
- Keep management informed by submitting activity and results reports, sales forecasts, lost business, member relationship problems, and/or other reporting as requested
- Focus on building a great team environment for a positive and energetic atmosphere
- Commit to overachievement – you have a “never quit” attitude
- Be accountable – you have honest, transparent and authentic communications with colleagues, customers, Chamber leadership
- Continually improve through feedback
- Maintain knowledge of member benefits, Chamber events, and programs and actively promotes other Chamber products
- Assist members in utilizing Chamber benefits and encourage participation and retention
- Ensure member satisfaction through ongoing communication and relationship management; resolve any issues that may arise post-sale
- Attend Chamber events and community functions (some evenings and weekends may be required)
- Perform other duties as assigned

PRIMARY RELATIONSHIPS:

The position reports to the Director of Business Development. The Sales Executive will be part of the business development team and will assist in new member development as well as member retention. Within the organization, the position has primary working relationships with the Business Development Director, President & CEO, Chamber staff, and Chamber members. Outside the organization, the position develops relationships with business owners, professionals, and decision makers.

QUALIFICATIONS REQUIRED:

- Minimum 3 years of experience in outside sales or related work experience
- Excellent sales and negotiation skills
- Must be highly motivated and target-driven with a proven track record in transactional sales and meeting monthly targets



- Highly developed interpersonal and customer service skills
- Effective professional communication, including written, oral and group presentation skills
- Proficient with Microsoft Office Suite
- Capable of maintaining sensitive/confidential information
- Must have/maintain a dependable vehicle
- Must provide proof of insurance and valid driver's license upon request
- Ability to work some evenings and weekends, as needed

DESIRED COMPETENCIES:

- Passion for sales, customer service and relationship building
- Possess a positive attitude and willingness to collaborate with fellow team members
- Capacity to understand customer's needs and identify potential solutions
- Ability to multi-task, prioritize and manage time effectively
- Talent for building and successfully maintaining productive business relationships
- Ability to function well in a high-paced and at times stressful environment
- Openness to feedback

PREFERRED:

- Bachelor's degree
- Not-for-profit or association sector experience
- Experience using CRM to manage and forecast sales opportunities
- Bilingual, English/Spanish preferred

COMPENSATION:

Full-Time, hourly plus aggressive commission structure and competitive benefit package including Medical, Dental, Vision, Short Term Disability, Long Term Disability and Life Insurances. 401K with company match also offered.

HOW TO APPLY:

Please send your resume, cover letter and list of three references to resumes@tucsonchamber.org. No phone calls will be accepted, and incomplete applications will not be reviewed. Position open until filled.

FURTHER INFORMATION

The Tucson Metro Chamber maintains a policy of nondiscrimination with regard to all employees and applicants for employment. No aspect of employment at the Chamber will be influenced in any manner by race, color, religion, sex, age, national origin, disability, genetic information, veteran status or past, present, or future application for or membership in a Uniformed Service or any other classification protected by applicable federal, state or local law. All decisions made with respect to recruiting, hiring and promotions for all job classifications will be made solely on the basis of individual qualifications related to the requirements of the position and the needs of the Chamber.

The Tucson Metro Chamber is committed to maintaining a drug-free workplace to maintain safe, healthy, and efficient operations, and to protect the safety and security of the employees, facilities and property of the Chamber. As such, the results of a pre-employment drug test may weigh on being hired or retained as an employee of the Tucson Metro Chamber.

Find out more at - <http://tucsonchamber.org>.