

**NORTH CHARLESTON COLISEUM, CONVENTION & PERFORMING ARTS CENTERS**

#### POSITION: Corporate Sales Manager

**DEPARTMENT: Administration**

## REPORTS TO: General Manager

#### FLSA STATUS: Salaried Exempt

SMG, the leader in privately managed public assembly facilities, has an excellent and immediate opening for Corporate Sales Manager for SMG|North Charleston Coliseum. The Corporate Sales Manager is responsible for planning and directing all aspects of corporate sponsorship sales activities at all three facilities. This position will be focused on working with the General Manager and the Marketing Director to obtain mutually beneficial partnerships through sales efforts, deliverable fulfillment and successful renewals.

**MAJOR RESPONSIBILITIES:**

* Provides the development and implementation of facility goals and priorities relating corporate sponsorship in compliance with SMG policies and procedures;
* Maintain accurate accounting of all existing and potential inventories of assets;
* Create and present fully integrated and customized partnership proposals;
* Negotiate and work with General Manager and Marketing Director through execution of sponsorship contract;
* Handle day-to-day communication with clients;
* Work to ensure proper fulfillment of partnership contract deliverables;
* Develop measurable annual revenue goals;
* Prospect and develop new relationships from all available channels to increase program success;
* Own all aspects of the sales cycle, including prospecting, researching, presenting, negotiating and finalizing the agreements.

**SUPERVISORY RESPONSIBILITIES:** No direct supervisory responsibilities.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Requires ability to work flexible and extended hours, including nights, weekends and holidays, in addition to normal business hours. Must have extensive knowledge of general accounting. Must have excellent math skills; high aptitude for figures, excellent communication and interpersonal skills and organizational ability. Ability to prioritize multiple projects and meet strict deadlines, work under minimal supervision and must have professional attitude and appearance.

**Education and/or Experience:**

* B.S. in Business, Communications, or Sports Marketing from a four-year college or university.
* 3 to 5 years’ experience in sponsorship sales management.

**Skills and Abilities:**

* Excellent organization skills;
* Ability to prioritize and to handle multiple projects simultaneously;
* Good written, verbal and interpersonal skills required; ability to interact with all levels of staff including management;
* Team oriented;
* Professional presentation, appearance and work ethic;
* Strong public speaking and presentation skills;
* Passion for sports and entertainment;
* Possess professional contacts in the surrounding areas.

**Computer Skills:**

To perform this job successfully, an individual should have extensive knowledge of Microsoft Word, Excel, Power Point, CRM and the internet.

**Certificates, Licenses, Registrations:**

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required by this job include close vision for review of statistical and other financial records and information.

**NOTE:** The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

**To Apply:**

This position offers a competitive salary and benefit package. Please include salary requirements in your correspondence. Qualified applicants may email their resume to [apply@northcharlestoncoliseumpac.com](mailto:apply@northcharlestoncoliseumpac.com) or mail to SMG | North Charleston Coliseum, Attn: Tina Johnson, HR Manager, 5001 Coliseum Drive, North Charleston, SC 29418. Fax: 843-529-5010. Phone: 843-529-5050. Applicants that need reasonable accommodations to complete the application process may call 843-529-5005.

**SMG participates in E-Verify**

**SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities and protected Veterans to apply. VEVRRA Federal Contractor.**

**Not a Contract**