

BOISE CONVENTION & VISITORS BUREAU
A DIVISION OF THE BOISE METRO CHAMBER OF COMMERCE
JOB DESCRIPTION

Job Title: Sports Sales Manager

Reports to: Director of Sales

Job Classification: Full-Time, exempt

Date Last Revised: July 7, 2021

Summary

The Sports Sales Manager will be responsible for researching, identifying, and developing and bidding on the use of facilities for new sporting, and special events business in the Boise area. Sales are customarily and regularly conducted at the customer's place of business or at another offsite location.

Minimum Requirements

Bachelor's degree and/or a minimum of four years of professional work experience. This position requires ability to effectively perform in a fast-paced, results-oriented work environment assuming personal ownership and accountability for projects, goals and outcomes. Must have excellent interpersonal communication skills and the ability to effectively develop and maintain strong working relationships across all age groups and organizational levels. Also requires strong planning, organization and project management skills with the initiative and ability to manage multiple projects simultaneously and adapt to web based platforms. This position requires a valid driver's license and ability to travel independently within the Boise area. Some out of the area travel required. Ability to work varying hours as evening, early morning and weekend time will be required. Previous hospitality/travel/tourism industry experience is preferred and sports background or sports management experience is a plus.

Essential Job Functions

To perform this job successfully, an individual must be qualified to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be available, upon request, to enable individuals with disabilities to perform the essential functions.

- Regularly and customarily outside the office engaging in sales by bringing in leads for the use of facilities for sporting, and special events.
- Research sporting, and special events that could be held in Boise and Southwest Idaho.
- Develop sporting, and special events and other meeting/convention business client files.
- Maintain and Develop CRM database for sports, and special event clients.
- Maintain current, monthly traced files.
- Prepare and present bids for incoming RFPs and work with event planner/organizer in an effort to book events and meetings into the Boise area.
- Develop and maintain an inventory of sports facilities in the Boise area.
- Maintain relationships with established local sporting event organizers and develop the Sports Leaders/Stakeholders Networking Group.
- Attend appropriate tradeshow and marketplaces. Complete follow-up work.
- Develop leads and distribute to Boise Centre, local hotels/motels, sports facilities, and special events venues.
- Organize, plan and/or participate in client site visits, fam trips and sales blitzes.

- Represent the BCVB professionally in appropriate local and national organizations.
- Work with local clients in developing and maintaining a strong working relationship.
- Report to the Director of Sales and Executive Director through a written weekly sales report.
- Maintain required sales quotas (TBD).
- Manage inventory and facility specs for all sports/special event content on boise.org.
- Update all sports/special event content in Boise CVB collateral.
- Identify sports and special event marketing opportunities via print and digital.
- Any other project/sales efforts that will benefit greater good of organization as assigned by supervisor and/or Executive Director.

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

- While performing the duties of this job, the employee is regularly required to walk, stand; sit at a desk and work on a computer for prolonged periods; and talk or hear. The employee is occasionally required to participate in physical activities such as whitewater rafting, hiking, etc. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

Employee

Date

Supervisor

Date

Executive Director

Date

President & CEO

Date