



Job Title:	Event Sales Associate
Department:	Event Sales & Planning
Reports to:	Director of Events & Sales Planning
Classification:	Full-time/Annual, Salaried/Exempt
Work Schedule:	Monday through Friday on Bainbridge Campus
Pay Range:	\$45,000 to \$50,000 plus incentive pay
Benefit Package:	Health benefits 100% premium paid by IslandWood, 401k Plan, 3 weeks paid vacation, flexible schedule

OVERVIEW

The Events Team at IslandWood hosts events from our beautiful 250-acre LEED Gold Certified campus; revenue from Events directly supports IslandWood's inclusive and innovative environmental education programs. We are seeking a Sales Associate with strong business acumen, confidence, and excellent customer service to assist the Sales Team meet and exceed revenue goals. This role collaborates with the Event Sales and Planning team, and teams across the organization including Education, Culinary, Facilities, Marketing, and Accounting.

RESPONSIBILITIES

Sales and Business Development:

- Solicits new event bookings with the goal of expanding the event business to meet or exceed expectations for revenue growth.
- Develops new relationships for Event Sales by researching and identifying high potential leads across all market segments; with an eye towards future rebooking.
- Conducts campus tours for potential clients.
- Participates in ongoing planning for booking IslandWood in a manner that achieves organizational goals and financial models.
- Responds to short-term event inquiries with the goal of booking new revenue to maximize IslandWood's unused meeting space and lodging.

Sales Administration Tasks:

- Generates quotes and negotiates contracts with clients.
- Maintains detailed, accurate records in Salesforce – the customer relationship management database.
- Assists with maintenance of the EventPro booking system to ensure availability of site and appropriate scheduling.
- Works to meet department's margin goals by maximizing revenue and minimizing expenses.
- Supports all ongoing business development programs that help IslandWood achieve fiscal and organizational goals.

Customer Support:

- Partners with the Event Planning team and other departments to ensure customer satisfaction, repeat customer cultivation, and create exceptional experiences for guests.
- Knowledgeable about general operations to support guests when onsite.
- Translates facilities use policy to ensure appropriate use of the facilities and makes appropriate adjustments, as needed, in order to comply with laws and guidelines that dictate how our event business is delivered.
- Utilizes knowledge of facilities and site capabilities and restrictions to ensure that client expectations are achievable.

QUALIFICATIONS

- 2 – 5 Years of experience in a sales environment, with individual responsibility for achieving revenue goals.
- Excellent communication and interpersonal skills.
- Ability to take initiative and prioritize tasks; self-starter and results focused.
- Excellent time-management and problem-solving skills.
- Solid computer skills and knowledge of CRM database capabilities; willing and able to work on a variety of software, as trained.
- Demonstrate IslandWood’s core values that enable teams and individuals to succeed with shared respect and purpose.
- Support IslandWood’s strategic plan to expand our mission and impact, and commitment to mission, vision, values and goals of IslandWood.
- Commitment to support IslandWood’s work towards equity, diversity, and inclusion in the workplace.
- Must comply with and maintain a drug-free work environment.
- Must pass child safety screening procedure; post offer.

APPLICATION INSTRUCTIONS

Please submit a cover letter and resume to: employment@islandwood.org

or mail to:

Search for Event Sales Associate
IslandWood
4450 Blakely Avenue NE
Bainbridge Island, WA 98110

Applicants chosen for an interview will also be asked to complete our Application for Employment form and provide contact information for two professional references.

IslandWood is an Equal Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, pregnancy, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. We encourage diverse applicants because we believe having a staff that authentically reflects the community we serve is critical to our ability to be culturally responsive.