



***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.***

**Job Title:** Sales Associate  
**Department:** Event Sales & Planning  
**Reports To:** Interim Sales Manager  
**Classification:** Full-time/Annual, Salaried/Exempt  
**Work Schedule:** Post-pandemic: Monday through Friday on Bainbridge Island Campus  
Currently: a hybrid of remote and on-campus work during pandemic; flexible  
**Pay Range:** \$51,000 to \$53,000 Annually plus incentive pay  
**Benefit Package:** Full benefit package provided; health benefits 100% premium paid by IslandWood; (medical, dental, vision, life, LTD), HSA, Flex, 401k, 3 weeks paid vacation

**OVERVIEW**

IslandWood’s mission is to provide exceptional learning experiences to inspire lifelong environmental and community stewardship; our 250-acre campus is located on Bainbridge Island. The Events Team hosts events on our beautiful LEED Gold Certified campus; revenue from Events directly supports IslandWood’s inclusive and innovative environmental education programs. The Sales Associate provides 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, Catering, Facilities, Marketing and Accounting.

**PRIMARY 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.

## **JOB OPPORTUNITY**

Job Title: Sales Associate

Page 2 of 2

### **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 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.

### **REQUIRED QUALIFICATIONS**

- Minimum 2 years of experience in sales with individual responsibility for achieving revenue goals.
- Effective communication and interpersonal skills.
- Ability to take initiative and prioritize tasks; self-starter and results focused.
- Effective time-management and problem-solving skills.
- Strong 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 justice, 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 REQUIREMENTS:**

Please submit a cover letter, resume and two current references **OR** an [Application for Employment](#) to:

By email to: [employment@islandwood.org](mailto:employment@islandwood.org) and state "Search for Sales Associate" in the subject line.

By mail to: IslandWood, Search for Sales Associate, 4450 Blakely Avenue NE, Bainbridge Island, WA 98110

Notes: Application forms are available on our website at [www.islandwood.org](http://www.islandwood.org) in English and Spanish.

Position Posted: 23 April 2021

Application Deadline: Open until filled

Start Date: As soon as practical; May 2021

*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.*