

## JOB DESCRIPTION

### **JOB TITLE** Sales Executive

<b>Department</b>	Business Development
<b>Reports to</b>	Venue & Sponsorship Manager
<b>Direct reports</b>	None
<b>Work and job status</b>	<ul style="list-style-type: none"> <li>▪ Full time</li> <li>▪ Fixed term: 12 months with possibility of extension</li> <li>▪ £26,000 - 28,000</li> </ul>
<b>Main purpose of job</b>	To generate income for SCI through proactive sales of SCI products and services including membership, sponsorship, advertising and venue hire.
<b>Principal accountabilities</b>	<p><b>1. Organisation membership sales and management</b></p> <ul style="list-style-type: none"> <li>▪ Use data from SCI events, social media channels and other contact lists to identify target organisations.</li> <li>▪ Secure new SME, Associate and Academic Partners Members.</li> <li>▪ Work with the wider Business Development team to ensure terms of membership are delivered accordingly and high levels of membership renewals are achieved.</li> </ul> <p><b>2. Sponsorship sales</b></p> <ul style="list-style-type: none"> <li>▪ Identify relevant organisations to sponsor SCI events and activities.</li> <li>▪ Work with clients to maximise opportunities for exposure to SCI network and to maximise income for SCI.</li> <li>▪ Build trusted relationships with sponsors to encourage repeat sponsorship.</li> <li>▪ Assist with execution of sponsorship agreements.</li> </ul> <p><b>3. Act as the main point of contact for venue hire enquiries and bookings</b></p> <ul style="list-style-type: none"> <li>▪ Receive enquiries by phone, email or via online booking form.</li> <li>▪ Provide details of available venue space, options for catering, room layouts etc.</li> <li>▪ Keep accurate records of all enquiries and follow up to ensure booking is confirmed/closed.</li> <li>▪ Be responsible for ensuring that all third-party websites listing SCI venue hire services are appropriately maintained and updated.</li> <li>▪ Work with external suppliers such as caterers, AV technicians and equipment suppliers to ensure that all required services are available during the venue booking.</li> </ul>

	<p><b>4. Act as a main point of contact for enquiries and support during venue bookings</b></p> <ul style="list-style-type: none"> <li>Alongside the Venue and Sponsorship Manager, welcome clients to the venue and ensure all health and safety information is appropriately handed over.</li> <li>Be contactable throughout the venue hire booking to arrange additional support as required (e.g. contact premises team to help with IT or room issues).</li> </ul> <p><b>5. Provide monthly reports for income generation activities using an agreed template</b></p> <ul style="list-style-type: none"> <li>Ensure reports are produced in a timely fashion and contain accurate detail.</li> <li>Highlight any areas for concern or opportunities for additional income based on information gathered in the monthly report.</li> </ul> <p><b>6. Provide support for key account and corporate partner room bookings</b></p> <ul style="list-style-type: none"> <li>Work with Venue and Sponsorship Manager to provide documentation, supplementary services or materials as required to enhance the key account venue hire experience.</li> </ul> <p><b>7. Provide support for key account and corporate partner room bookings</b></p> <ul style="list-style-type: none"> <li>Work with Venue and Sponsorship Manager to provide documentation, supplementary services or materials as required to enhance the key account venue hire experience.</li> </ul> <p><b>8. General/additional tasks</b></p> <ul style="list-style-type: none"> <li>Undertake such other duties as may be assigned from time to time.</li> </ul>
<b>Financial/ budgetary responsibilities</b>	Responsible for ensuring income relating to all sales is correctly invoiced and noted in associated electronic systems.
<b>Working relationships</b>	<ul style="list-style-type: none"> <li><b>Internal:</b> CEO, managers, members, and all other members of staff.</li> <li><b>External:</b> SCI members and prospective members, suppliers, companies and other associations and institutions.</li> </ul>
<b>Freedom and constraints</b>	<ul style="list-style-type: none"> <li>Working in close collaboration with other members of the Business Development and Membership team.</li> <li>Routine reporting to Venue and Sponsorship Manager.</li> </ul>
<b>Planning and organisation</b>	Plan, implement and measure outcomes of initiatives and projects under guidance from Venue and Sponsorship Manager.

**Knowledge,  
skills and  
experience****Essential**

- Degree in a STEM subject, or equivalent work experience within a scientific organisation.
- Minimum of 2 years' experience in an income generating role.
- Experience of managing projects or events to a specified deadline.
- Experience in a customer facing role.
- Happy to work with changing priorities to deliver excellent customer service.
- Excellent communication skills: phone, email and in person.
- Excellent attention to detail.
- Able to meet tight deadlines and manage conflicting priorities.
- Able to work alone with minimal supervision or in a team.
- Able to be calm under pressure.
- Able to occasionally work outside of standard hours (time in lieu will be applied).

**Desirable**

- Experience using CRM or other database systems.
- Previous experience in non-profit or scientific organisation.
- Previous fundraising or direct sales experience.