



## Development & Sales Job Description

<b>Job Title:</b>	Development & Sales Assistant
<b>Type:</b>	PAYE
<b>Reports to:</b>	Development & Sales Manager
<b>Hours:</b>	15-20 hours per week, spread over 4 or 5 days (flexible)
<b>Salary:</b>	£9 p/h plus commission of £25 per qualifying appointment set (OTE of £2600 commission)
<b>Holiday:</b>	28 days per annum (including public holidays), pro rata

### Summary of the Role

Brighton Fringe Ltd seeks a highly motivated, confident, experienced individual for the position of Development & Sales Assistant. Assisting the Development & Sales Manager with the day to day running and administration of the Sales Department.

The role will involve working with a database of clients that are a mixture of existing, dormant and new contacts and getting involved in all aspects of the sales process including building and maintaining your own business pipeline.

### Key Duties & Responsibilities

#### Sales Support & Telemarketing

- Manage our CRM (Salesforce) to develop a pipeline of potential leads to call.
- Cold call organisations and set appointments for Development & Sales Manager to have meetings with companies interested in engaging with Brighton Fringe as partners or sponsors.
- Keep accurate and detailed records of calls made and results achieved.
- Understand and manage personal performance on a daily basis.

#### Development

- Build and maintain a database of partners and potential sponsors.
- Contribute to the collation and preparation of statistical information relating to sales activity.
- Achieve clearly defined targets including but not limited to number of calls made, number of meetings booked and sales targets for advertising.

#### Other Duties

- Contribute to the collation and preparation of statistical information relating to Corporate Development activity for the CEO and the Board and any other essential requirements of stakeholders, sponsors or business partners.
- Undertake any other duties in line with the responsibilities of the post as requested by your line manager, Head of Operations & Development, Marketing Manager, CEO or Board.

01273 764900 | [info@brightonfringe.org](mailto:info@brightonfringe.org) | [brightonfringe.org](http://brightonfringe.org) | Pier Werks, 21-22 Old Steine, Brighton BN1 1EL

Registered Charity Number: 1116367 | VAT Number: 892 5694 68 | Brighton Fringe Ltd Company Number: 5578256



- Attend training when required and endeavour to use newly acquired knowledge at work.
- Setting up and improve systems for planning and evaluating work.
- Attend meetings with staff and Board when necessary.
- Be available for the duration of Brighton Fringe each May and June.
- Awareness at all times of the organisation's policies and procedures such as the equalities policy and ensure this underpins all other practices, policies and procedures.
- Other duties as required, such as assisting with advertising sales.

### **Key Working Relationships**

1. Development & Sales Manager
2. Head of Operations & Development
3. Marketing Manager
4. Fundraising Team
5. CEO
6. Brighton Fringe Board of Directors
7. All other staff and volunteers

### **Person Specification**

#### **ESSENTIAL**

- Excellent communication skills.
- Excellent organisational and administration skills, including ICT skills.
- Ability to work accurately under pressure and to meet deadlines.
- Knowledge of Salesforce or similar CRM.
- Professional and confident telephone manner.
- Proven track record in a sales environment, meeting targets consistently.
- Good attention to detail.
- Ability to work under pressure and to tight deadlines.
- Availability to work some evenings, with ample notice.
- Ability to work independently or as part of a team when required.
- Confident, self-motivated and commission driven.
- Persistent and able to handle rejection.
- Friendly personality and team player.

#### **DESIRABLE**

- Knowledge of, or interest in, the festival and arts sector, within Brighton & Hove in particular.
- Experience of working within very small teams or organisations.
- Experience of working for a not-for-profit organisation.

#### **GENERAL:**

- Excellent ability to establish and maintain positive working relationships

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- Ability to influence and persuade others to gain acceptance or agreement of ideas and approaches
- Has a personal commitment to organisational excellence; displaying honesty, integrity and a strong sense of ethics in all decisions and actions
- Works well within a team and able to input where needed
- Resilience and the ability to remain calm and focused under conditions of stress

**Your Application:**

Please email a copy of your completed application form by 12pm on Monday 8<sup>th</sup> July 2019 to: [amy.macgregor@brightonfringe.org](mailto:amy.macgregor@brightonfringe.org)

- Application is by application form only. Please note that we will not accept CVs as application for this position.
- Deadline for applications: 12pm, Monday 8<sup>th</sup> July 2019
- Interviews: Week commencing 15th July 2019 (TBC)
- Start Date: ASAP

Brighton Fringe is a company limited by guarantee and registered with the charity commission. We are an equal opportunities employer.