

# Business Development/Sales Manager



As the BD/Sales Manager, you are the company's first line in creating relationships with prospective clients. This position is a hands-on role, accountable for targeting and soliciting leads and opportunities, accurately presenting DPEM expertise and core values to prospective clients, and then setting the internal team up to create a winning proposal.

As the client partner during the BD/Sales and contracting process, you will act as a liaison between the client and DPEM to manage and set expectations, track deliverables, and drive communications, ensuring that the process moves along and stays on schedule and achieves overarching objectives for both parties.

## Event BD/Sales

- Strategize and perform outreach to leads via phone, email, on-line platforms, and in person networking/meetings.
- Identify new business opportunities, arrange meetings, and make initial sales pitches using the DPEM initiatives.
- Communicate prospective client needs to the Production and Creative & Strategy teams to help guide the contracting process.
- Build positive and trusting relationships with a calm, confident, and professional efficiency, resulting in repeat business and a strong revenue stream.
- Is a strong representation of DPEM both in representation of experience and services and as a reflection of the company core values.

## Skills and Experience

- 4+ years of experience in BD/Sales, preferably with an event or experiential agency. Exhibit a clear working knowledge of our industry and have existing contacts within it.
- Entrepreneurial mindset with demonstrated experience successfully sourcing and converting new business opportunities, understanding all stages of the new business process.
- Exceptional relationship builder with the ability to operate at a senior and strategic level with key clients and help resolve challenges smoothly and effectively.
- Clear communicator who is able to give strong and consistent direction.
- Commitment/deadline driven and proven ability to manage multiple opportunities at a high level of efficiency.
- Strategic thinker with an excellent understanding of key industry influences and the ability to apply this thinking to a variety of clients and brands.
- Comfortable with basic office technology including, but not limited to, Office 365, Dropbox and GSuite, CRM (such as HubSpot).

## Qualities for Success

- Excellent interpersonal skills and naturally driven to inspire, excite, and effectively communicate.
- Strong DPEM culture and client fit (passionate, professional, outgoing, creative, leader, collaborative).

- Flexibility, drive, and proactiveness. Ability to get things done despite obstacles.
- Self-starter who is confident in their own abilities and decision-making.
- Tenacity and sense of professional urgency.

**Benefits**

- Salary, commission, and annual dividends
- Self-direction
- Membership of Exec team
- Opportunity to build a department
- Continued learning encouragement and budget to back it up

**Applications**

Email cover letter and resume to: [HR@dpem.com](mailto:HR@dpem.com)