

Partnership for Youth – Position Description

Sales & Outreach Specialist

Organization Summary

Partnership for Youth [PFY] is a non-profit organization dedicated to the coordination and delivery of programs and events for Catholic Youth. Founded in 2002, PFY provides transformational Catholic events for middle and high school students. We specialize in large dynamic youth events, bringing together youth from ten states and Canada. PFY reaches over 7,000 youth each year with a powerful message of hope. We offer a collaborative and engaged work environment, where you become part of the large Partnership for Youth family.

Position Information

Job Title:	Sales & Outreach Specialist	Status:	Salary, Exempt
Reports To:	Executive Director	Location:	Bloomington, MN
Position Type:	Full-Time		

Position Summary

The Sales & Outreach Specialist works to assure that attendance at all PFY events meets or exceeds annual budgeted attendance numbers. The Specialist will develop, manage, and execute all aspects of event direct sales efforts including phone sales, attending local and regional events, and organizing the Come & See program. The Specialist will work collaboratively with the Executive Director to identify, solicit, and steward current and prospective donors. Through these efforts and others the Sales and Outreach Specialist will strengthen and expand PFY brand awareness both locally and regionally.

Essential Duties and Responsibilities

- Develop and implement annual sales and outreach plan
- Cultivate relationships with key dioceses
- Seek out and attend sales and outreach events and opportunities
- Call current Steubenville participants to nurture relationships and get commitment to events
- Research and call prospects to grow attendance at all PFY events
- Make outbound calls cultivating relationships and encouraging prospects to attend events and donate
- Manage and deliver the Come & See program
- Identify, solicit, and steward current and prospective donors
- Develop, manage, and utilize Salesforce and other technology tools to drive efficiencies and enhance success

This is not intended to be an all-inclusive list. Additional duties, expectations and responsibilities may be added or changed as needed to meet PFY's needs.

Travel:	The Sales & Outreach Specialist will travel both locally and regionally. 15% travel.
Hours:	Core hours for this position are 8:30 AM to 5:00 PM Monday through Friday. Hours may fluctuate based on event times and opportunities.
Start Date:	April 2020

Qualifications

- Four years of college is preferred, but not required

- 3 years of sales and marketing experience
- Exceptional verbal and written communication skills
- Proficiency in MS Office is required
- Problem solving skills
- Action orientated
- Customer focused
- Self-motivated, resourceful, and detail-orientated
- Excels in a team environment
- Passionately committed to the PFY mission
- Must demonstrate a mature and stable commitment to and support of the teachings of the Catholic Church through daily life as well as verbal and written communication

Application Instructions

Candidates should submit a cover letter and resume to Amy Cummings, Executive Director, via e-mail. Please address them to amy@partnershipforyouth.org, using your name as the name of your file (i.e., lastnamecover.doc; lastnameresume.doc), and including Sales & Outreach Specialist in the subject line.