



MINISTRY POSITION DESCRIPTION

POSITION TITLE: Sales Representative

ORGANIZATION OVERVIEW

Youth Specialties (YS) resources and convenes the largest, most diverse gathering of youth workers in the world for the purpose of helping teenagers follow in the way of Jesus. YS is a ministry of Real Resources (RR), a nonprofit Christian faith based organization that's core purpose is to provide Christ centered resources and experiences for ministry.

POSITION OVERVIEW

The Minneapolis-based Sales Representative's objectives are to increase convention and event revenue through securing new business, focusing on existing customers, and facilitating meetings with potential and existing customers. They will serve as one of the primary points of contact for existing Youth Specialties' customers.

RESPONSIBILITIES

The Sales Representative must excel at sales, customer relations, managing details, and working with a remote team.

A. Sales for Events and Resources

- Will generate sales leads and efforts to meet organizational goals for sales and event attendance
- Contact customers with latest product updates and upcoming event information
- Answer correspondence to assist with orders, registrations, and/or questions
- Build and nurture customer relationships
- Contact customer leads with personal introduction and regular follow-up to answer questions and provide requested or pertinent information
- Assist customers in determining the appropriate ministry offering and register them accordingly
- Preparation and execution of sales presentations
- Connect with, promote to, and manage contact information with special market groups
- Communicate financial details and policies to customers and accommodate special requests when possible
- Coordinate with Marketing Department in strategizing sales and marketing efforts
- Send out promotional materials as needed
- Listen to issues, concerns and special requests and make recommendations to leadership
- Assist with sales efforts for the other ministries in the Real Resources family as requested

B. Manage Customer Data in CRM

- Verify correct customer information is on file and update files as needed
- Utilize internal systems to communicate with customers
- Provide weekly reports as needed

C. Assist with Future Events promotions at NYWC (and other events as assigned)

- Work with leadership to plan and set up the Future Events area at events
- Assist with purchase of any supplies for Future Events area and work booth during event
- Assist with pre-event planning and on-site event management as needed

D. Additional duties

- Additional tasks which support the overall ministry of Youth Specialties and/or Real Resources may be assigned



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POSITION QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Vital and growing relationship with Jesus Christ and comfortable sharing their faith story and expressing faith as part of their regular job duties and responsibilities
- Commitment to Youth Specialties and our parent organization Real Resources' Core Purpose and Values
- Ability to place substantial number of phone calls each day
- Solid communication skills, both verbal and written
- Self-motivated with ability to work independently and with remote staff (supervisor and other team members)
- Project management experience with background in prioritizing multiple deadlines and goals
- Bachelor's Degree with emphasis in sales, marketing, or management preferred
- Sales, marketing, or customer service experience required (3+ years preferred)
- Strong organizational and detail orientation skills
- Willingness to learn quickly and contribute to the overall success of sales/customer service efforts
- Experience with and/or ability to learn/utilize CRM, marketing and sales database

REPORTING: The Sales Representative reports to the Director of Sales and Event Management

TRAVEL: Varies by month during the year, based on ministry events, operational needs and staff meetings. This travel includes, but is not limited to:

- September through December – significant travel per month including weekends
- January through August – moderate travel required with dates determined as needed

HOURS: This position is full-time, year-round and may require evening and weekend hours as operational needs necessitate (especially during travel).

COMPENSATION AND BENEFITS: Pay commensurate with Real Resources established guidelines, eligible for benefits after waiting period as defined in Employee Handbook.

CONTACT: Please submit resume, cover letter and inquiries to the Human Resources team, by e-mail to hr@youthspecialties.com