

City of Rapid City

Job Description

Job Title	The Monument Account Executive		
Job Code:	CCAЕ	Job Family:	
Pay Grade:	NU15	Date Revised:	2/11/2022
FLSA Status:	Exempt		

General Summary: This position is responsible for selling corporate advertising sponsorship packages as outlined by the Director of Corporate Sales and Marketing. Acting as a primary contact for special business partners including Premium Seating Licensees, corporate sponsors, and advertising partners of The Monument.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Sales Fulfillment, Retention & Generation – maintains and cultivates long term relationships with clients: Fulfilling contract terms and generating leads to maximize revenue.
- Acts as a contact for The Monument corporate and advertising sponsors and premium seating licensees.
- Acts as client liaison to coordinate meetings, tickets and building services with said partners.
- Effectively interacts with clients and colleagues across the executive, mid- manager and day-to-day operations levels in a professional, service-oriented manner.
- Assists & participates in the organization and coordinating of site tours of the facilities with clients, which may also include responding to written and telephone requests for advertising, premium seating, and/or sponsorship availability and rates.
- Conducts presentations and distributes proposals & fulfillment packages. Requires knowledge and use of marketing and graphics software.
- Participates in the long-range efforts to increase economic development in the community and generate revenue for The Monument.
- Solicits new business opportunities by conducting effective sales calls, making out of office sales calls, and presenting to potential partners while preparing and distributing related reports.
- Develops and maintains professional relationships with the area and industry hospitality partners and clients.
- Promotes a positive image for The Monument with all local, state and national media organizations and promoters.
- Serves in rotation with other designated staff members as Manager on Duty for major events.

Qualifications:

Education and/or Experience:

Bachelor’s degree in business administration, sales, marketing or related field and three years experience in facility management, client relations or related field preferred; or Associate’s degree in business administration, sales, marketing, or related field and five years’ experience in facility management, client

relations or related field; or High school diploma or general education degree (GED) and seven years' experience in facility management, client relations or related field.

Certificates, Licenses, Registrations:

Must possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually very loud.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and smell. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.