



## **Business Development Manager**

**Position available: Immediate**

**Salary range: Commiserate with experience.**

**No benefits offered. This position is contract.**

**About:** Conferences Designed creates unique experiences for clients, providing full-service meeting planning services to corporations, associations and law firms of all sizes. Candidate should be polished, professional, flexible, engaged in their work and want to further the mission and bottom line of the company. We take our work seriously and move at a fast pace, while also taking time to stop and smell the roses and have fun along the way.

Conferences Designed is looking for a responsible and highly motivated Sales Associate who is ready to take on all sales responsibilities from generating leads to closing sales. Our ideal candidate will deliver a high-level and dynamic presentations as well as help around the office as needed. We are looking for a serious but easy-going, life-loving person that can join our team and make a difference in our company and your career!

**Duties:** Primary duties will include but are not limited to:

Deliver excellent customer service to internal and external partners and potential clients.

Identify new markets and business opportunities to increase sales.

Follow up on all leads within 24 hours.

Builds and strengthens relationships with existing and new customers to enable future bookings, recommending the most efficient solutions to solve the customer's problem.

Create and present proposals to potential clients.

Accurately maintain the sales database.

Create weekly sales status report for leadership.

Conduct market research and create detailed report of findings.

Develop and manage department marketing plan.

Develop and manage department budget.

Activities include sales calls, FAM trips, trade shows, etc.

This position is partial sales and partial service to include client communications and follow-through to maintain an excellent and open repertoire with client.

**Key Competencies:** Candidates should possess the following skills:

Proven success in a similar role and environment.

Understand our business!

Above average skills in MS Word and Excel.

Strong time management skills.

Excellent communication skills.

Conferences Designed, LLC.

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Ability to manage multiple projects independently.  
Be super-organized and maintain efficient sales records.  
Easily create, enter and manipulate data in Excel spreadsheets.  
Excellent typing skills. Attention to detail.  
Dependable. Flexible. Reliable. Trustworthy. Team-oriented.  
Honest, ethical, strong work ethic, desire to learn, nice and positive attitude.

MAC experience is a plus but not required.  
You will have a MAC desktop computer when in the office.  
Must like dogs, as there are two in the office.  
Will be required to sign a confidentiality agreement.  
A background check will be conducted prior to hiring.

Very flexible hours, as most work may be outside of office. Office is one mile from SMU.  
Please send all inquiries to Ms. Cori Dossett at [cori@conferencesdesigned.com](mailto:cori@conferencesdesigned.com).  
**Absolutely NO phone calls.**