



Manager, Hospitality & Sponsorship

Reports to: Director of Tournament Partnerships & Revenue

Employment Status: Full Time, Exempt

Founded in 1920, Salesmanship Club of Dallas unites its more than 600 members to strengthen the mental health of children and families. Throughout the year, members focus their efforts to support Momentous Institute which is dedicated to innovative mental health services, education, and professional training to strengthen children, families, and communities.

Uniquely, Salesmanship Club of Dallas is the host organization of an official stop on the PGA TOUR, THE CJ CUP Byron Nelson, which has generated more than \$185 million for Momentous Institute.

Through Momentous Institute, Salesmanship Club of Dallas is on track to strengthen the lives of 1,000,000 children and families by 2031.

Role:

This position will provide management in the areas of event sales, design & brand execution, customer relationship development and customer service for the Salesmanship Club of Dallas and its associated fundraising activities. The primary focus will be on complimenting the efforts of the staff and volunteer sales teams, as well as the marketing and communications department in the execution of THE CJ CUP Byron Nelson.

Responsibilities:

The job responsibilities for this position will include, but are not limited to:

- Serve as primary customer service contact for over 150 corporate hospitality customers.
- Work in collaboration with the communications department to develop sales support materials.
- Ensure all on-course fulfillment is delivered to clients in a timely and efficient manner.
- Develop and maintain hospitality sponsor relationships on a year-round basis as volunteer leadership changes annually.
- Assist with preparation of proposals, agreements, and on-course branding and activation.
- Work in collaboration with Director, Partnerships & Revenue to manage hospitality renewal process and track wait list & priority.
- Assist in planning of corporate operations meetings and special events.

Staff Management:

- Recruit, hire, train and manage a seasonal intern, whose primary function is to support this role.
- Expand and maintain tournament relationships with area colleges and universities for recruitment.

Personal Requirements for the Position:

The successful candidate will possess a positive, collaborative, proactive, solution-based work ethic along with an understanding of the ever-changing schedule related to live sporting events by representing the core values of the organization, which include **EXCELLENCE, SERVICE, AGILITY, INNOVATION, and COLLABORATION.**

Qualifications:

- Bachelor's degree from a four-year college or university with a focus in business, sports administration, marketing or other related field of study.
- 5+ years of experience in hospitality management, corporate sponsor activation, branding, and/or related activities.
- Advanced computer experience with Microsoft office products including Word, Excel, and PowerPoint or the equivalent.
- Advanced Design skills preferred.
- Excellent organizational skills with the ability to establish and maintain reasonable and attainable priorities and deadlines for multiple, diverse tasks.
- Ability to shift quickly and frequently among multiple projects while maintaining a professional, pleasant attitude.
- Strict attention to detail, excellent oral and written communication skills, and mathematical skills.
- Ability to follow instructions and complete assigned tasks in a timely manner.
- Ability to interact positively with clients and other employees. Exhibit courteousness, empathy and discretion.
- Ability to work a flexible work schedule.
Ability to work independently on recurring assignments.

Physical Demands:

- Occasionally moving self in different positions to accomplish tasks in various environments including tight and confined spaces.
- Constantly remaining in a stationary position, often standing, or sitting for prolonged periods.
- Occasionally adjusting or moving objects up to 15 pounds in all directions
- Occasionally operating motor vehicles

Interested: Applications are currently being accepted and the position will remain open until filled. Candidates from diverse backgrounds are encouraged to apply. Please send letter of interest and resume to:

Allison Evans

Director of Tournament Partnerships & Revenue
AEvans@salesmanshipclub.org

Momentous Institute/ Salesmanship Club of Dallas maintain a policy of non-discrimination for all employees and applicants in every facet of the organization’s operations. Momentous Institute/ Salesmanship Club of Dallas hires, trains, and promotes all qualified employees without discrimination based on race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry.

Policy Statement
No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute/Salesmanship Club of Dallas will fully cooperate with authorities if allegations of abuse are made requiring investigation.

