

<b>Department:</b>	Commercial
<b>Job title:</b>	Commercial Sales Executive
<b>Salary:</b>	Competitive with 4% sales commission
<b>Contract type:</b>	Permanent
<b>Hours:</b>	37.5
<b>Responsible to:</b>	Head of Sales
<b>Location:</b>	Eco-Power Stadium, Stadium Way, Doncaster, DN4 5JW Club Doncaster Elite Performance Centre, Cantley Park, Aintree Avenue, DN4 6HR

#### **Purpose of the post:**

To play a key role in commercial revenue generation for Club Doncaster through creating different forms of sponsorship and partnerships.

#### **Key Duties and Responsibilities:**

- Generate new business, working to set targets to help achieve the commercial budget, using a wide range of sales techniques to achieve this aim, to include, but not limited to cold calling, networking, office based and field sales etc.
- Build and maintain a client base generating repeat business and upselling opportunities
- To support the delivery of the Commercial department on a day to day basis, reporting directly to the Head of Partnerships and taking the lead on projects and own partnership KPI's.
- Assume specific responsibility for driving the 'Official Partnership' product at Club Doncaster, generating new sales, and ensuring that the delivery and activation of all partnership agreements meets and exceeds all agreements.
- Meet all agreed sales and delivery targets, in line with the Head of Partnership's formal expectations.
- Contribute to and deliver against sales strategy across the full range of Club Doncaster products
- Work alongside other members of the department, supporting them to achieve sales targets and partner delivery.
- To liaise with other Club Doncaster partners (both internally and externally) in order to utilise club resources such as player appearances and marketing.
- Work with other departments to achieve aims and objectives of the Commercial team and assist with theirs and organisational objectives
- To support the quality assurance processes in place to ensure we have the highest possible delivery.
- Play a key role in carrying out ongoing audit of commercial inventory to ensure current and emerging opportunities are taken advantage of
- Develop creative ways to bring added value to the various customers that work with us
- Sell sponsorship opportunities and contribute to delivery across varying Club Doncaster events
- Perform a senior role in match day operations, including preparatory tasks and delivery on the day
- Represent the department at internal meetings and the club at external meetings as required
- Recording of sales activity using the CRM system on a daily basis
- Contribute to the Commercial team's commitment to work on behalf of Club Doncaster and its echelons, providing support and guidance on all commercial matters for other departments where necessary
- Ensure all policies and procedures are adhered to.
- Active participation in continuing professional development.
- Promote the brand identity and increase Club Doncaster fan base through positive service delivery.
- Support the whole of Club Doncaster group to promote the events and the business as a whole, including additional support at Club Doncaster events such as the Festival of Fireworks Event, Concerts and Stadium Hire opportunities.

- Act at all times with utmost good faith to the Club(s) and the Company.
- Devote full attention and ability to fulfilment of the duties required by the role.
- To work closely with, maintain good relationships, and collaborative working practices
- To work with colleagues throughout Club Doncaster to extend knowledge and skills in order to identify and develop best practice.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To maintain the quality of service provision, regularly evaluating work and seeking to make improvements
- Present a professional image when dealing with both internal and external contacts and partners, acting in a professional manner at all times.
- To cover as and when required at other departments within the Club Doncaster Group
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.

#### **Person specification:**

##### **Our non-negotiables:**

1. Be punctual and prepared for all meetings.
2. Clear and respectful communication with your peers and customers.
3. Keeping to deadlines set by your line manager or senior management.

##### **Our values:**

- We are **proud** of our work and our working environment(s).
- We are **passionate** about everything we do.
- We are **high performing** in everything we do.
- We move **forward as one** as a group of staff and organisation.

##### **Character specification:**

- Embody high energy, enthusiasm and humility.
- Being customer focused in providing the best supporter or client experience possible.
- Perform all assigned tasks efficiently and in a timely manner.
- Flexibility in doing things differently to improve efficiency.
- Able to communicate effectively and confidentially individually and in group situations.
- Listen and respects other people's views and opinions.
- Can develop open and effective relationships with all colleagues.
- Awareness of impact of own behaviours on others and is able to modify approach or style to achieve results.

#### **Important information:**

The above mentioned duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

Applicants must hold a full driving licence. It is the employee's responsibility to ensure up-to-date documentation is provided to Club Doncaster.

**About Club Doncaster:**

Club Doncaster is the elite brand of sporting organisations working to support and strive forward our community. Our spoken aim is to be: ***an ambitious and successful club of which the community is proud of.***

We work with a culture that promotes unity, creativity and aspiration to promote success – this is why we are Club Doncaster.

We look for people with passion, honesty and who embrace a challenge on a daily basis, with the energy and passion to strive forward and prove each day.

**Safeguarding**

Club Doncaster takes its safeguarding responsibility very seriously. This means recruiting the correct people for Club Doncaster.

We acknowledge our clear responsibility to safeguard children and vulnerable groups in our care, and have policies and guidelines to ensure this.

The successful candidate will have to complete an Enhanced DBS check before starting employment with the club.

**Equal opportunities:**

Club Doncaster is an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Our Recruitment and Selection Policy, Code of Conduct, Diversity & Equality Policy, Equal Opportunities Policy and Right to work in UK Policy are available to all applicants on request.