

Coordinator, Business Development (Sales)

The Sales Coordinator's main responsibilities will be to meet (a) attendance targets for the ICD's education course offerings across the country, and (b) National Conference & Fellowship Awards Gala ticket sales targets, both within deadlines.

Working with the Director of Business Development and in collaboration with internal and external stakeholders to plan, implement and report on campaign results, recommending necessary changes when needed to achieve objectives.

Responsibilities:

- Establish business plans in collaboration with the Director of Business Development to achieve ICD Education, Conference & Gala attendee goals.
- Conduct strategic sales outreach and handle inbound inquiries to achieve sales targets within timelines.
- Coordinate efforts with a variety of stakeholders and departments to execute and achieve sales objectives.
- Work with the analytics team to pull relevant datasets to support decision making and planning, and learn to pull basic data for regular needs.
- Conduct research and develop lists to support strategic sales plans and objectives.
- Prepare and submit timely reports to gauge progress and recommend solutions where necessary.
- Maintain regular tracking of progress on leads and sales funnels.
- Recommend and implement processes/tools for departmental efficiencies where possible.
- Other duties as assigned.

Candidate Background:

The ideal candidate will be a result-driven, mature and self-motivated professional with past experience in education and or event sales.

- 3+ years of experience in B2B Sales, with preference for experience in the field of education and/or event sales.
- Demonstrated ability to work collaboratively across different departments, teams and stakeholders.
- Experience in implementing strategic sales plans.
- Strong time and project management skills, with the ability to remain flexible with moving priorities.
- Demonstrated customer service experience.
- Strong negotiation, communication and interpersonal skills.
- Proven ability to build strategic relationships.
- Speaking French is an asset.

May be required to:

- Attend industry-related meetings, internal events and programs for business development networking and learning opportunities.
- Support coordination of campaigns across different departments and stakeholders as needed.
- Perform other business development duties as assigned.

Please submit your resume and cover letter with compensation expectations to the attention of Hadi Hassani, Director of Business Development, at hhassani@icd.ca.