



Position: Business Development Manager

Department: Sales & Marketing

Reports to: Director of Sales & Marketing

FLSA Status: Full-time, Salary, Exempt

Summary: The Business Development Manager for the Peoria Civic Center (PCC) is responsible for venue sponsorship and premium seating sales, developing PCC special events and establishing partnerships with community organizations and businesses throughout the Peoria area.

Essential Duties and Responsibilities:

- Identify and prioritize sponsorship opportunities including, but not limited to, all signage and event inventory.
- Responsible for event sponsorship sales for all PCC promoted activities inside or outside the facility.
- Negotiate and compile sales contracts and agreements.
- Schedule meetings and prepare, customize, and present sponsorship sales proposals to potential sponsors.
- Lead or assist in the negotiations of building sponsors and investigate possible new sponsorship revenue sources.
- Manage and update sponsor database. Follow-up with clients regularly to assess any current or future needs. Cultivate and manage strong business relationships with current and potential sponsors.
- Assist in the preparation and design of premium sales and sponsorship sales brochures and presentations, pamphlets, advertisements or other sales materials.
- Responsible for the prospecting, selling, retention and renewal of venue premium seating offerings including Arena Suites, Lofts and Loge Boxes, and Theater Boxes.
- Enhance the facility's position in the community and increase profitability of special events.
- Provide thought leadership in developing strategies and growth opportunities for PCC.
- Involved in strategic marketing and operations planning with GM and other department Directors.
- Work with PCC Directors and GM to develop & plan the implementation of PCC special events
- Other duties as assigned.

Supervisory Responsibilities:

There are no direct reports for this position.

Minimum Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Submit an Application for Employment through the ASM Global career portal.
- Must be 18 years of age or older.

Education and / or Experience:

- Significant outside sales experience with a proven track record of profitable sales growth.
- Experience in convention center or event venue sales preferred.
- Experience in advertising sales preferred.
- Bachelor's degree in marketing or related field preferred.
- Experience with Customer Relationship Management software preferred.

Skill and Abilities:

- Professional communication skills, verbal and written.
- Basic understanding of market demographics, layout and media buying.
- Excellent customer service and interpersonal skills required.

Computer Skills:

- Proficiency with MS Office, including Word, Excel, PowerPoint, Outlook required.
- Familiarity with photo editing and document production software preferred.

Other Qualifications:

- Must have reliable transportation.

Working Conditions and 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.

- Ability to access all public and non-public areas within PCC and on PCC property.
- Ability to navigate steps, slopes, narrow hallways and paths in varied lighting conditions.
- Ability to travel off-site to business client locations throughout the greater Peoria area.

To Apply:

Apply via Indeed.com or the [ASM Global Career Portal](#).

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

ASM Global is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.

Applicants who need reasonable accommodations to complete the application process may contact the Peoria Civic Center Human Resources Manager at mjohnson@peoriaciviccenter.com.