



We are Recruiting! – Manager, Sponsorship & Exhibit Sales

Location

ICS employees work in a predominantly remote work environment.

The Company

A highly respected player at an international level, International Conference Services Ltd. (ICS), is a Professional Conference Organizer in business for over 45 years that works with national and international associations, and organizations, to host conferences, events, and tradeshows. Our work is very purposeful, and we are truly “connecting people to facilitate change in the world.” With over 80 staff members working remotely across North America, Europe, and Asia, we are truly an international team, and we leverage the strengths that our diversity brings.

Remote-First Work Environment

ICS employees work in a remote-first work environment. Our employees truly enjoy the flexibility that remote work brings, and we work hard as a company to stay connected through weekly all-hands meetings and annual in-person get-togethers. Remote work is an important part of our business strategy and will not change post-COVID.

The Culture

ICS operates in a true “team” environment - trust, support, and empowerment of each other are very important to our culture. We know that we work better as a team, and we regularly celebrate our collective accomplishments. We pride ourselves on being innovative, solutions-oriented and are able to think outside the box, which keeps us all learning and growing as professionals together. We care deeply about creating exceptional experiences for our clients and pride ourselves in our many long-term relationships we have cultivated.

The Role

The Manager, Sponsorship & Exhibit Sales is responsible for raising money through the sale of sponsorship and exhibit packages for conferences by targeting various companies, organizations, and associations. The Manager creates sponsorship and exhibitor packages according to client specification. The Manager attends weekly company meetings, sales update meetings and conference planning meetings as required.

Responsibilities

- Utilize telephone solicitation, electronic and written correspondence, and face-to-face meetings as tools in order to reach and exceed the budgeted sponsorship target for each conference
- Meet with clients and the conference team to identify sales revenue targets
- Research and develop sales campaign strategies for each conference
- Research and develop a list of potential sponsors for each conference
- Research and develop a list of potential exhibitors for each conference
- Develop and maintain relationships with existing and potential sponsorship clients and exhibitors
- Keep precise records of conversations with all clients, sponsors, and exhibitors
- Update the company database as required
- Invoice sponsors and exhibitors once agreements have been reached

- Assist in preparing promotional material to advertise sales opportunities
- Maintain knowledge of conference timelines and sponsorship deadlines
- Delegate administrative functions when relevant
- Meet with trade and professional organizations and other groups to organize, promote, and discuss ICS conference / trade show services
- Professionally represent ICS at all times

Education, Experience & Skills Required

- Business Administration or equivalent Degree preferred
- 2-4 years of experience in sponsorship and exhibit sales
- 2-4 years of experience in the conference and tradeshow industry
- Ability to read, analyze and interpret general business materials
- Capability to write reports, business correspondence, proposals, and grant submissions
- Skill to effectively present information both electronically and in person as well as the capability to respond to various questions
- Ability to calculate figures and amounts such as discounts, interest, commission
- Capability to apply mathematical concepts to understand financial statements, budgets, and cash flow
- Ability to effectively plan sales strategies
- Skill to negotiate on behalf of both the client and ICS to achieve maximum benefit for both parties
- Ability to work independently and to be self-motivated
- Candidate must be extremely detail oriented and very well organized
- Candidates must have strong business English
- Ability to multitask and work effectively in a team environment with creative personalities, changing priorities, fluctuating pressures and significant deadlines
- Positive, “make it happen” attitude
- Exceptional time management skills
- At times, flexible hours may be required

You must also be familiar and have worked with the following tools:

- Microsoft Office Suite (Word, Excel, Outlook)
- Willingness to learn new software systems as required

The Benefits of Working at ICS

- Our employees work remotely on a permanent basis.
- As an employee you are provided all hardware including company laptop, monitor, headset, mouse, keyboard, and internet-based phone
- In addition to salary, we offer a monthly work from home allowance to help cover the cost of your home internet and home office expenses
- In addition to vacation time, employees receive a paid day off on their birthday each year
- An excellent benefits package including Extended Health Coverage, Dental and access to our Employee and Family Assistance Program is provided after 3 months
- Fun in-person employee get togethers each year
- ICS prides itself in providing career development opportunities

What's next?

Please send your resume and cover letter to careers@icsevents.com