

# National Golf Foundation

## Position Description

**Functional Title:** Sales-Account Manager (official title TBD)

**DOL Status:** Exempt

**Approved:**

**Department:** Product Sales & Services

**Date:**

### Summary Description

Responsible for consultative sales of NGF products and services including, but not limited to: email/digital media and marketing services, market research services, memberships, industry and consumer databases, custom and syndicated research, customer feedback programs, consulting, data licenses and international programs.

### Principal Responsibilities:

#### Product Sales & Account Management

- a. Generate revenue through sales of NGF Executive memberships, and all other email/digital media, marketing services, market research services, database products and other products and services as described
- b. Identify and call upon existing clients, members and prospects – develop key industry relationships
- c. Service assigned accounts with excellence and the highest ethical standards
- d. Work closely with other NGF departments to execute and deliver on the products and services you sell.
- e. Present final product and/or manage service sold to clients
- f. Manage invoicing and collections for your clients, as directed by supervisor, CFO and finance department
- g. Track all sales and service activity in the NGF sales CRM system – report to management regarding past, current and future activity
- h. Other administrative responsibilities and special projects as directed by supervisor

### Recommended Qualifications (Education & Skills):

Bachelor's degree. Preferred background will include email/digital media market research sales experience. Minimum of seven years' work experience in business-to-business sales. A consistent record of success. Passion for golf and the golf business. Genuine, articulate and a fantastic communicator. Exemplary social skills, writing and positive attitude are mandatory. A resourceful problem-solver who enjoys people. A sterling reputation, highest ethical standards and a record of helping companies.

### Relationships and Contacts:

Reports to: NGF Chief Business Officer

Interacts with: Entire Organization, NGF members and clients

Location: Position is based in Jupiter, Florida

Note: Statements included in this description are intended to describe the general duties and responsibilities of this position and are not intended to be all inclusive.