



POSITION: Sales Fulfillment
DEPARTMENT: Tours, North America
REPORTS TO: Executive Vice President
LOCATION: Denver, Colorado

PRINCIPAL RESPONSIBILITIES:

The Sales Fulfillment position is responsible for managing the sales fulfillment and service of key sponsors/partners in their assigned region(s), and interfacing with key partners to organize, coordinate, manage and execute the fulfillment of rights and benefits for sponsors and media partners. This position plays a critical role in external sales for the North American Tours department, and has a direct impact on the overall organization through the execution and delivery of sales and sponsorship contracts for Up with People.

Specifically, the Sales Fulfillment position will create accurate proposals, negotiate pricing/in-kind trades and finalize venue, media partner and promotional partner contracts. They will develop and maintain communication with local steering committees to cultivate community relationships, outline the cast's schedule and collect, organize, and assemble post event reports for presentation to sponsors.

This position is also responsible for executing the deliverables as per each contract and building the communication/media plan for media outlets and sponsors. They are also responsible to work with the North American Sales and Tour Team to build cast schedules reflective of the sponsor's goals and the cast's pacing needs.

SPECIFIC DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Manage post-contract fulfillment of UWP cities. Organize and schedule all aspects of the contract in a succinct and easy-to-understand manner;
- Coordinate the planning, implementation and status reporting of all phases of contract execution
- Serve as main point of contact for each market from contract to pass-off to tour manager;
- Secure in-kind media and promotional partnerships with local/regional media outlets, chambers of commerce and tourism offices;
- Interface with production, where needed, to ensure delivery of creative elements per the timeline
- Facilitate communication and expectation management with external sponsor(s), media, and community partners;
- Provide efficient, knowledgeable, and quality service to all current and prospective partners;
- Support the North American tours, Steering Committees, and Site Directors as needed;
- Ensure the city and sponsorship expectations are equally successful for the cast, sponsor and local partners;
- Ensure all show venues meet the requirements outlined in the Up with People technical rider;
- Evaluate each city to determine what needs to improve and the impact UWP had on that city;
- Support admissions efforts and opportunities in each tour city;
- Work with the Cast Programs Department to ensure city-specific program elements are diverse and balanced.

REQUIRED SKILLS/EXPERIENCE:

- Familiar with Up with People, its mission and vision.
- Bachelor's degree, preferably in business, marketing, communications, or non-profit management.
- Strong organizational skills with the ability to manage many complex tasks at once.
- Excellent oral and written communication skills.
- Demonstrated leadership and the ability to deal effectively and sensitively with diverse populations and the general public.
- Proven ability to meet deadlines and deliver on business agreements.
- Ability to enlist, motivate and train volunteers if and when needed.
- Positive attitude with a willingness to take on projects and tasks at multiple levels.
- Ability and willingness to travel (25%).
- Proficient computer skills including knowledge of Adobe In Design and Salesforce.

Up with People is an Equal Opportunity Employer.