



## Position Announcement-Sales Manager

**Employee: Sales Manager**

**Reports to:** Executive Officer

**Date:** October 10, 2022

**Base:** \$35,600 + commission

**Benefits:** Health Insurance: Coverage is paid 100% for the individual (no dependent coverage) and also covers dental, vision and \$25,000 Life-AD&D, Simple IRA: OMB will match up to a 3% base salary contribution, Vacation/Sick Leave and holidays provided

### Organization Profile

The Olympia Master Builders (OMB) is looking for a professional individual who shares the common philosophical goal of assisting the building industry by advocating for policies that help our members create affordable housing for all economic segments of society. Our employees are motivated, hardworking, well informed, politically astute, and dedicated to providing the best possible service to individual OMB members, fellow OMB staff, and the association as a whole.

### Position Purpose

This position is responsible for selling memberships and promoting participation in non-dues revenue programs to qualified prospects while meeting or exceeding monthly personal goals. This individual must demonstrate in-depth knowledge of the benefits of membership and will be responsible for developing and maintaining a prospect lead list and producing a consistent sales effort sufficient to exceed monthly, and annual sales goals.

### Working Conditions

This position is located in a business office in Olympia, Washington. The position schedule and essential function has the availability to work Monday to Friday from 8:00 a.m. to 5:00 p.m. Alternate work schedules may be considered. This is a permanent position that is eligible for benefits, leave, and retirement.

### Essential Functions

- Develop and maintain a prospect lead list and produce consistent sales efforts sufficient to exceed monthly sales and annual sales goals; warm leads provided
- High level of comfort with all means of communication especially telephone, email, and in-person
- Possess a thorough understanding of the association's membership benefits including the Return on Industrial Insurance Program and the Health Insurance Program
- Increase participation in unique programs and events
- Respond to all members and outside inquires in a timely manner
- Performs other duties as may be assigned by the Executive Office and Membership & Sales Director
- Create and maintain a desk manual

**Required Education, Experience and Competencies:**

- High School Diploma or other relevant program completion
- Skilled level of competency in MS Office products (Word, Outlook, and Excel)
- Excellent organizational skills and attention to detail
- Strong verbal communication skills
- Ability to overcome and handle objections
- Self-motivated, team player with a strong desire to sell and achieve goals
- Ability to effectively prioritize tasks, estimate time frames, meet deadlines, plan and use available resources, coordinate work assignments with others
- Ability to make cold calls and close deals in a professional manner
- Ability to possess good proofreading, error detection and correction skills
- Ability to perform duties efficiently in a high volume, fast paced environment
- Ability to interact harmoniously and productively with people within the organization
- Ability to work independently, use good judgment in evaluating and making decisions communicate effectively and maintain courteous attitude toward public and employees
- Must be able to lift and carry 50 lbs.

**The selected candidate must:**

- Hold a current, valid driver's license
- Have reliable personal transportation and vehicle liability insurance
- Have the ability to work occasional night and weekend hours

**Preferred/Desired Education, Experience and Competencies:**

- Understanding of membership database systems such as Memberzone
- Experience with association work
- Experience within the construction industry
- Experience working in diverse work groups
- Influence and an existing network within the 5 counties served is a major plus

Occasional travel within OMB's five county area (Thurston, Lewis, Mason, Grays Harbor and Pacific Counties) utilizing personal vehicle is necessary to carry out responsibilities of the position.

Contact: Please submit a resume and cover letter expressing your interest in and qualifications for the position to Angela White, OMB Executive Officer, via email at [angela@omb.org](mailto:angela@omb.org), or via fax at 360-754-7448.

Position will remain open until filled.

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