



The Richard Nixon Foundation is a Not For Profit 501(c)3 corporation, located in Yorba Linda, California. The Foundation's mission is to encourage and support study of the life and times of Richard Nixon and promulgate his legacy through its programs and exhibits at the Richard Nixon Presidential Library and Museum in Yorba Linda, California.

Position: Event Sales Coordinator
Status: Full Time, Salaried, Exempt
Hours: 35/week
Report To: VP Sales and Events

The Richard Nixon Foundation is a Not For Profit 501(c)3 corporation located in Yorba Linda, California. The Foundation's mission is to encourage and support the study of the life and times of Richard Nixon and promulgate his legacy through its programs and exhibits at the Richard Nixon Presidential Library and Museum in Yorba Linda, California.

The Event Sales Coordinator is responsible for direct sales prospecting, contract negotiations, and delivering superior client satisfaction for Foundation Events. This position collaborates with the Events Sales and Operations teams to provide memorable concierge experiences for clients hosting weddings, proms, galas, corporate functions, and movie and television productions.

Responsibilities:

- Reporting to the VP of Sales, manage all stages of the sales process from identification to closure
- Demonstrate proficiency within a consultative sales methodology that focuses on developing a clear understanding of the alignment of clients' needs to our solutions
- Manage customer contacts and progress through the pipeline. Ability to build proficient skills with workflows related to sales activities
- Be an internal and external ambassador for the venue, fostering relationships with individuals, organizations, and corporations who book events to maintain business while prospecting for new events
- Markets will encompass weddings, corporate events/meetings/training, holiday functions, movie and television production requests, association and corporate conferences, banquets, and fundraisers
- Ability to maintain organized and accurate records of client communication and negotiations, written and verbal communications with clients and staff
- Processing payments, invoicing clients, and tracking payment schedules
- Social media and LinkedIn advertising experience a plus

Administration and Budgeting

- Responsible for working with clients to book and secure events as well as coordinate event logistics

- Works closely with the operations team to coordinate, schedule, and manage private event rentals
- Specific job responsibilities may be scheduled in the evenings or weekends.
- Takes on additional projects or responsibilities as assigned by VP of Sales.
- Must be highly organized and be able to manage multiple tasks and admin for the sales office.

Management and Supervision

- Work to coordinate with Operations Team to ensure flawless execution for all events

Qualifications:

- Minimum of 3 years of Direct Sales Experience, preferably in the Restaurant, Hospitality, or Entertainment Industry
- Must be upbeat, confident, professional, and proactive in client and employee communications, and attention to detail is paramount
- Demonstrated knowledge of the local market of sales opportunities and a well-positioned part of the event community
- Proficient in Microsoft Office-Word and Excel, some experience with All seated and Canva a plus
- Strong ability to identify problems and conduct analysis and reach effective solutions.
- Must be a team player and willing to pitch in where is needed.
- Demonstrated oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.

Working Conditions:

Environment:

- Indoor and outdoor environment.

Physical Demands:

- Sitting, standing, and walking for extended periods.
- Read handwritten documents and other records or reports.
- Some lifting and carrying.
- Dexterity of hands and fingers.
- Hearing and speaking to exchange information in person or on the telephone.
- Reaching overhead, above the shoulders, and horizontally to retrieve and file materials.
- Bending at the waist, kneeling, or crouching.
- Should be able to lift a minimum of 50 pounds.

Working Relationships:

- Coordinate and facilitate communications and serve as a liaison between clients and operations staff.

To apply for this position, please send your resume to Carrie Marauth at carrie@nixonfoundation.org.