

LEADERS OF TOMORROW YOUTH CENTER



Position Title: Expansion Coordinator

Position Summary: Under general direction, provide guidance and support to the organization's growth and sustainability by increasing programming opportunities and building relationships with vested stakeholders through driving sales to our business. As a Sales Consultant, you will act as a liaison between our business and the customer in order to establish trust, increase knowledge, and drive more sales for our company.

NOTE: THIS IS A CONTRACTUAL POSITION

Reports to: Executive Director

Position Responsibilities:

- Serve as acquisitions field liaisons and representatives of the LTYC organization, for the purposes of branding and vision building, advocating the sale of all programs, services, products, curriculum, events, campaigns, institutions, charitable efforts and influential ideas that support the overall mission of LTYC
- Schedule meetings and appointments with current and prospective partners
- Maintain in-depth knowledge of programs and potential partnership offerings available within the organization
- Generate and track new leads to help expand the reach of the organization
- Identify ways to offer programming to new partners, including identifying new target markets to help grow partnerships
- Maintain relationships with partners to sustain their satisfaction, respond to their needs and be their key point of contact within our organization
- Develop new ways to maintain relevance of our offerings to our current partners and gain new partners
- Lead a team of sales experts that will generate new business and relationships for the organization

Essential Skills and Experience:

- Passion for relationship building and selling
- Attentive to details
- Oriented toward service

- Confident, friendly and outgoing personality
- Strong presentation and negotiation skills
- Ability to effectively communicate with colleagues and potential customers
- Excellent written and oral communication as well as presentation
- Comfortable working independently and collaboratively with other team members
- Careful about documentation and note-taking
- Able to meet aggressive deadlines
- Interested in traveling and working in a diverse range of environments
- Resilience, persistence and a willingness to cope with rejection
- Excellent organization and time management capabilities
- Must perform duties with moderate direction given, operating from established directions and instructions. Decisions are made with general organization policy constraints, but occasionally requires independent decision- making
- Ability to relate positively to adults.
- Thrive as an individual and as part of a team
- Minimum of high school diploma or equivalent. Associate's or bachelor's degree preferred
- 1-3 years of experience in a sales or customer service role