

Event Sponsorship and Sales Manager

Salary: £37,000 - £42,000 per annum (depending on experience)

Full time - 35 hours per week

Hybrid Working – Home Based/Princes Risborough

We're Association for Project Management (APM). We're a professional membership organisation that sets the standards for the project profession. As a registered charity, we reinvest our surplus for the benefit of our members and the profession. We deliver education and develop qualifications. We conduct research and provide knowledge and resources. We run events and share best practice. We give people the opportunity to connect and provide community for our individual members and corporate partners, wherever they are. Above all, when doing so makes a difference, we challenge the status quo.

We currently have a vacancy for an Event Sponsorship and Sales Manager to join our Education and Lifelong Learning department here at APM.

The Event Sponsorship and Sales Manager will report to the Senior Events Manager and will be responsible for delivering sponsorship revenue targets for APM's portfolio of events in line with the events strategy, through sponsorship and exhibitor sales.

The successful candidate will develop strong, long-term relationships with our sponsors and ensure they have a valuable experience at APM events.

Qualifications

- Educated to A level or equivalent.
- Educated to Degree level or equivalent - **desirable**.
- Event Management Qualification – **desirable**
- Sales qualification - **desirable**
- Professional qualification in project, programme or portfolio management - **desirable**

Experience

- Significant events related business development experience (event sales, event sponsorship managing and marketing).
- Experience of building and managing relationships with key/corporate clients
- Track record of hitting sales targets
- Stakeholder management at every level, including senior leaders.

Skills

- Excellent negotiation skills
- Excellent teamwork skills
- Excellent stakeholder management skills
- Excellent listening and communication skills
- Networking skills
- High quality presentation skills
- Attention to detail.
- Ability to work to multiple details and under pressure.
- Ability to identify and exploit new opportunities.

Why APM?

We're Association for Project Management (APM). We're united in our aim to help project professionals around the world deliver better projects, setting the highest standards for the industry. Ask our people what's great about working here and the views are unanimous. You'll be joining a community that's friendly and caring. We believe that good communication creates a culture that's open and fair. We ensure everyone at APM, regardless of their role, has a voice and knows they'll be listened to and treated with respect. We see everyone as individuals and champion diversity and inclusion, both within APM and across the wider project profession. You'll work in a collaborative environment that's thoughtful, considerate and positive. You'll be supported by your team and across departments so, together, we meet the high standards we set ourselves.

If you are interested in this opportunity and feel you have the necessary attributes, skills and expertise for the role, please send your CV and covering letter to e-mail: recruitment@apm.org.uk

We reserve the right to close the vacancy once we have received sufficient applications, so please be advised to submit your application as early as possible

At APM we are open to talking about flexible working arrangements and reasonable adjustments please reach out to discuss further.

Main benefits at APM:

- 25 days holiday (excluding all public holidays). This increases after four years' service.
- Private healthcare and dental cover is available after completion of six-month probationary period. APM pays the premium for the employee. This becomes a 'benefit in kind'.
- Pension scheme offered in line with auto enrolment with up to 8% contribution from APM.
- Company sick pay scheme.
- Life assurance at four times the salary.
- Salary sacrifice schemes – pension, cycle to work scheme, additional annual leave (up to 10 days).
- Free parking on site.
- Employee Assistance Programme.
- Performance Related Pay (PRP) scheme. The discretionary bonus will take account of individual performance as well as APM's overall financial performance.
- One paid volunteering day per year.
- Hybrid/flexible working options are available dependent on job role. However, there is a requirement to come into the office 4 days per month.

