

**Job Description:**  
Event Sales Manager

**Location:** Hybrid : Remote / Charlotte,  
NC / Lancaster, SC



NORTH CORNER HAVEN

**Overview:** At North Corner Haven we're creating a space for all of life's defining moments through exceptional events and experiences. As a young hospitality business we are building on the proven model of offering our unique location and services to clients within our region. To grow our business, we're seeking a highly motivated and organized individual to assist with the development of our events business through outside sales, CRM management and marketing. This position will work closely with the leadership team to effectively communicate our brand vision and value proposition to the market. This position will also be responsible for the tracking and organization of our metrics and CRM.

**Your responsibilities:**

- Assist the Sales Director to profitably grow sales to achieve yearly sales goals
- Develop new prospects and interact with existing customers to increase sales utilizing knowledge of existing customers and service lines.
- Maintain lead and opportunity information in the CRM system including all updates, and will also be responsible for scheduling tours, meetings and calls.
- Support the Sales Director by assisting with B2B and B2C sales email outreach and client follow-up
- Clearly and Creatively Communicate all the amazing features and benefits of our venue and event packages to prospective clients
- Support the Sales Director in creation of proposals and sales documents.
- BD & Market Research
- Create and share regular reports on marketing campaigns, lead effectiveness, and opportunity pipeline conversion
- Collaborate with the Marketing team to develop, and execute social media content across our channels

**Who you are:**

- Education: Bachelor's degree in business, communications, marketing, journalism or demonstrated equivalent preferred.

- Experience using a CRM for lead tracking, follow-up, triggered communications, and opportunity management
- Customer Service & Sales Experience a plus. Must be able to confidently communicate with prospects via phone or email.
- Experience developing and executing email campaigns, with ability to demonstrate a track record of business improvement (e.g. sustained increase in revenue, higher engagement, more frequent repurchase, etc) from those campaigns
- Experience with an e-commerce platform, such as Shopify, Wix or Squarespace is a plus
- Experience with Google Analytics. Interest in experimenting with other analytic tools, and proactive approach to understanding and sharing insights to drive business decisions
- An understanding of other channels (social media, SEO, paid media) and how they interrelate with email marketing
- Ability to effectively interact with of all levels of firm leadership
- Highly organized, dependable, detail-oriented and thorough
- Superior ability to effectively prioritize and manage competing demands to meet deadline constraints
- High level of proficiency in GSuite and similar software
- Superior client service mentality
- Excellent verbal and written communication skills; creative writing experience a definite plus
- Willingness to work after hours and on weekends if absolutely necessary, and sometimes on short notice, in order to meet deadlines
- Strong business sense, leadership
- Organized and can succeed as a task master who juggles multiple projects at once
- Cool under pressure, but thrive in a fast paced and demanding environment
- Resourceful with a ‘no task is too small’ attitude
- You are a team player, have a positive, “can do” attitude and are not afraid of a challenge. You are a problem solver.

**Timeline & Compensation:**

Immediate Hire, Full Time Position,

Hourly Rate \$18 - \$26

based on experience

- + Opportunity for Sales Commission and Bonus Structure

**Benefits:**

Flexible Schedule with Remote Working

Opportunities

Employee Discount

Health Insurance

Dental Insurance

PTO (*following one year of employment*)

To Apply:

Kindly email, [Catherine@northcornerhaven.com](mailto:Catherine@northcornerhaven.com) with a resume and cover letter.