

1100 North Plum St.
Hutchinson, Kansas
67501-1499



📞 620.662.2305
🌐 www.cosmo.org

Director of Sales

Essential Duties and Responsibilities

- Sales/Business Development - monitoring sales to ensure budgeted goals are met or exceeded.
- Hire and manage sales team members.
- Develop annual sales plan and strategy for Cosmosphere's virtual education products.
- Works to maintain excellent relationships with existing virtual clients.
- Manage a list of prospective clients with a sales call strategy.
- Possesses solid demonstration skills for in-person and virtual presentations of product along with exceptional listening skills to match the client with the product features that will best meet their needs.

Qualifications

- Education: College degree preferred, or minimum of two years of equivalent experience in customer portfolio management
- Good communication, organizational, leadership and management skills.
- Ability to work with diverse groups, including multicultural and ethnic organizations.
- Positive attitude and friendly demeanor.
- Ability to work independently.

Work Requirements

- Schedule: Monday – Friday, some evenings and weekends (40 hours per week)
- Physical dexterity (some lifting of heavy materials and equipment necessary).
- Mental effort: working on the computer during time spent on the job, reading, writing, analyzing, visualizing.
- Sensory requirement: ability to communicate and respond to participants and staff.
- Able to work under stress.
- Excellent attendance required.
- Experience with Microsoft Suite specifically strong Excel skills
- Familiarity with data management
- Excellent written and verbal communication skills
- Desire to learn new processes and willingness to take direction in all areas
- A sense of servant leadership based on humility and desire to serve the organization's mission and purpose with an excellent work ethic
- A commitment to support a collegial, responsive, and positive workplace culture based on mutual respect and open communication

Cosmosphere is an equal opportunity employer
Full-time position
If interested, please email resume: HR@cosmo.org