



Job Announcement

Idaho Lottery – Key/Corporate Accounts Manager

The Idaho Lottery is seeking an experienced and motivated person to join our Sales Team as the Key/Corporate Accounts Manager.

This position serves as the first line of contact for corporate/chain account Lottery retailers and manages the achievement of sales goals established for retailers through the implementation of marketing strategies/programs, promotional merchandising agreements and sales presentation meetings. This position is also responsible for creating and communicating sales figures to accounts, assists in recruiting and training all types of retailer accounts, serves as a backup/fill-in Regional Sales Representative and assists the Deputy Director of Sales with day-to-day management of retailers and Regional Sales Representatives.

The Key/Corporate Accounts Manager will (list is not exhaustive, other duties may apply):

Liaison to Corporate Accounts

- Establish and maintain professional business relations with appropriate management individuals within the corporate chain account offices to provide service, advice and assistance in promoting Lottery sales and increasing Lottery presence in their stores.
- Plan, schedule and attend meetings with corporate chain accounts to negotiate agreements for optimum placement of Lottery equipment, point of sale materials and instant ticket dispenser facings, communicate lottery programs and goals, and solicit feedback and input from the chain's field staff (regional managers, district manager, etc.)
- Serve as liaison and coordinator between other Idaho Lottery sales personnel and corporate chain account personnel to handle issues related to corporate account stores.
- Coordinate retailer contract issues (new locations, change of ownerships, terminations, etc.) relating to new and existing corporate chain accounts.
- Maintain corporate accounts database with current contact information.
- Develop and coordinate regular mailings to corporate chain accounts to communicate pertinent information.

Strategic Planning

- Along with the Sales and Marketing Directors, draft a plan for targeting specific corporate accounts that includes sales goals, marketing objectives, scheduled promotions and budget needed to support the overall Idaho Lottery Strategic Plan for review.

- Develop presentation materials and present various Lottery programs and initiatives to the corporate contact(s).
- Conduct on-site store visits at each of the corporate stores throughout the year to monitor adherence to Idaho Lottery agreements and to gather information about each account's image, product line, niche in the market, competition, etc.

Recruitment

- Identify businesses (both chains and larger independent retailers) that are good candidates for becoming Lottery retailers.
- Assist in the development of materials and presentations to recruit new retailers.
- Call on those businesses to present the opportunity and to ask for their participation in becoming a retailer.

Ancillary Functions

- Work with Business Analyst to prepare quarterly sales reports for corporate chain accounts to be used in presentations with key personnel from each chain.
- Prepare ad-hoc reports and summaries for sales activities or other information relating to assigned tasks and projects.
- Attend job-related meetings, conferences, sessions or workshops as assigned.
- Coordinate and/or participate in special events and promotions for the purpose of promoting lottery ticket sales to increase public awareness and promote and foster a positive image of the Idaho Lottery.
- Serve as back up to outside Lottery Sales Representatives, as needed.
- Assist Deputy Director of Sales with daily management of Retailers and Lottery Sales Reps, as requested.

Knowledge, Skills and Requirements

- Must possess good working knowledge of sales principles, practices, dynamics and psychology, as well as general knowledge of routine business procedures, processes and systems.
- Must possess higher level working knowledge of Excel and be able to create detailed spreadsheets.
- Must possess working knowledge of other Microsoft Office programs including Power Point and Word.
- Must possess well-developed and professional writing, communication, coordination, mediation, persuasion, evaluation and organizational skills.
- Must have the ability to effectively interact with all types of people at all levels and build respectful, influential relationships.
- Must be able to travel
- Must have valid drivers' license.
- Must successfully pass criminal, credit, and public records background checks conducted by the Idaho Lottery.
- Must successfully pass pre-employment and random ongoing drug tests.

Preferred (*Attributes needed for superior performance, specialty areas*)

- Five years of Lottery regional sales experience or other consumer products in an established territory
- Demonstrated 5 years' experience with increased responsibility calling on corporate accounts and headquarters, preferably in the lottery industry

This is a full time position and is located in the Idaho Lottery Headquarters in Boise, Idaho. Pay for this position depends on experience and will receive full, State of Idaho employee benefits.

The Idaho Lottery is a self-governing State agency and offers a great benefit package including: medical, dental, vision, disability and life insurance; paid sick and vacation time; all paid State holidays; State retirement program (PERSI); and many others.

If you feel this is the job for you and you wish to apply, please send a **cover letter/letter of interest** which should include details about your interest in this position and what makes you a qualified candidate along with your **resume** to jobs@lottery.idaho.gov, or send to the Idaho Lottery, Attn: Jennifer Quinno-Miller, 1199 Shoreline Lane, Suite 100, Boise, Idaho 83702. Job posting closes September 29, 2017. Submissions must be received or post marked BY end of day on the closing date. Those received or post marked after the closing date will not be considered.

***Submissions without both a cover letter and resume may be discarded, so please be sure to include both.**

The Idaho Lottery is an Equal Opportunity Employer!