



Office of Human Resources  
Revenue Development Partner Associate - CA3250

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### General Statement of Duties

Performs intermediate level professional work implementing the fulfillment of small to medium sized development areas or assists with larger development business development areas supporting the overall revenue strategy including sponsorship, ticketing, or related areas and performs account management with external contractors for city venues or facilities to ensure the delivery and tracking of contractual elements, coordinates inventories and finances, participates in developing new sponsorship programs, and develops plans to build events in ticketing software and create ticket packages for shows and events.

### Distinguishing Characteristics

This classification is part of the Revenue Development class series. This classification is responsible for limited budgeting and goal setting, provides primary support for sales and activation activities, is the primary point of contact for City operations, (CAO, Finance, City Council) and is the primary contact for outside clients. Positions in this classification handle the day-to-day relationships, new contract procurement, and contract renewals. This classification includes participation in the business development process – prospecting and research. Decision making can be done with limited supervision. The class series consists of:

- Revenue Development Partner Associate
- Revenue Development Partner Senior
- Revenue Development Partner Specialist
- Revenue Development Manager

### Level of Supervision Exercised

None

### Essential Duties

Builds and maintains relationships for sales and activation activities related to small to medium sized sponsorship, ticketing systems, or other business development channels with external contractors or assists with large business development areas.

Assists with sales strategy to increase sales for established business development lines or channels. Utilizes data analytics to identify growth opportunities for sales and marketing initiatives. Provides market intelligence on current conditions and prepares a variety of analytical and operational reports.

Serves as an on-site contact and oversees coordination and execution of operational elements including, but not limited to, product sampling, signage, display areas, VIP hospitality, and promotions.

Maintains a tracking system of contract files throughout the term of the contract, archives all resource documents, and completes reports for management on contractor performance. Completes all proof of performance recaps upon the end of the contract.

Manages account finances, including submitting invoices, tracking payments and expenses, updating expenses in a database system. Participates in account clearance and activation.

Gathers show information to build shows in ticketing software.

Manages ticket holds for each event. Processes ticket orders for artist management, record label, and internal buys. Prepare and distribute daily ticket counts for staff, departments, and offices at the venue.

Coordinates ticket fulfillment requests based on contractual or operational guidelines and procedures for ticket issuance and delivery, and updates tracking databases.

Performs other related duties as assigned.

Any one position may not include all the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### **Competencies**

**Customer Service** - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

**Information Management** – Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

**Oral Communication** - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

**Problem Solving** – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

**Reading** - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

**Working with People** - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict

**Writing** – Writes in a clear, concise, organized, and convincing manner for the intended audience.

### **Knowledge & Skills**

Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.

### **Education Requirement**

Bachelor's Degree.

### **Experience Requirement**

Two years of experience in professional sales, business development, account management, or related work.

### **Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

### **Licensure & Certification**

None

**Working Environment**

Pressure due to multiple calls and inquiries.  
Subject to many interruptions.  
Subject to varying and unpredictable situations.

**Level of Physical Demand**

2-Light (10 - 20 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Lifting: raising or lowering objects weighing no more than 20 pounds, from one level to another.

**Background Check Requirement**

Criminal Check  
Employment Verification  
Education Check

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade:** A-809

**FLSA Code:** Y

**Established Date:** 2/23/2020

**Established By:** CW

**Revised Date:**

**Revised By:**

**Class History:**