

Notre Dame Athletics is dedicated to building a diverse and passionate workforce that seeks to maximize the student-athlete experience. Our core values of Education, Excellence, Faith, Tradition, and Community guide our daily efforts. We are committed to attracting, recruiting, and retaining individuals who foster a collaborative and inclusive environment where everyone can thrive.

Embracing the University's commitment to inclusivity, we are dedicated to driving sustainable progress and positive change. If you align with and embody these values, we encourage you to apply for a role within Notre Dame Athletics.

As a member of the Notre Dame Athletics Sales, Service and Retention team, the Account Executive plays a pivotal role in generating revenue and achieving predetermined sales targets. This role primarily focuses on securing and retaining revenue related to football, men's and women's basketball, hockey, and premium hospitality. This includes season tickets, community club memberships, full and partial season packages, hospitality offerings, VIP experiences, incremental events, and group ticket packages.

We are seeking an experienced team member who approaches collegiate ticket sales with a positive, results-driven mindset, excels in clear communication across various channels, and demonstrates the ability to work diligently and independently to identify and secure new revenue opportunities. The Account Executive will manage a portfolio of 500+ clients and is expected to generate significant sales annually.

**Key Responsibilities:**

- Offer a comprehensive range of seating and ticket opportunities for Notre Dame Football, men's basketball, women's basketball and hockey ticket packages.
- Manage a portfolio of 500+ season ticket members, group and individual ticket purchasers who have a strong connection to Notre Dame athletics.
- Conduct outreach to potential customers through various methods, including prospecting, cold calling, texting, emailing, and referrals from existing customers.
- Be accountable for specific activity metrics (e.g. calls made, appointments set) and achieving pre-determined sales goals.
- Utilize online digital strategies, along with phone and in-person outreach, to nurture relationships with ticket members and enhance their connection with Notre Dame athletics.
- Assist in managing and nurturing existing season ticket members, serving as the main point of contact for general ticket inquiries received through inbound phone calls, email and social media.
- Collaborate with Notre Dame's ticket operations staff to promote and drive sales for all events while delivering an exceptional fan experience.
- Maintain accurate records of all clients and prospect interactions using Salesforce/CRM.

- Assist in managing and stewarding existing commitments and payments from season ticket members.

If you are a hardworking, goal-oriented, and dedicated team player who embodies our values and is ready to go above and beyond, we encourage you to apply for this exciting opportunity within Notre Dame Athletics. We are looking for individuals who are not only loyal but also willing to put in the effort required, even outside regular business hours, to contribute to the success of our team and the university's athletic programs.

### **Minimum Qualifications**

- Bachelor's degree (preferably in business, marketing or communications)
- Proven track record of 1 to 2 years sales experience
- Prior experience in the professional, collegiate or entertainment industry is a valuable asset
- Exceptional aptitude for building and maintaining relationships, both internally and externally
- Capability to thrive in a dynamic and fast-paced environment while effectively managing multiple tasks simultaneously
- Ability to handle heavy volume of outbound and inbound calls and emails
- Outstanding written and verbal communication skills, including the ability to handle a substantial volume of outbound and inbound calls and emails
- Proficiency in software programs, including Salesforce/CRM and Paciolan, is desired
- Strong time management and organization abilities with keen attention to detail
- Willingness to work collaboratively in a team-oriented environment where "team-first" mindset is highly valued
- A strong desire to excel and achieve the highest level of performance
- Availability to work non-traditional hours, including nights, weekends and holidays, as needed