

Careers



Account Executive

Sales & Retention, Director of Athletics

- Notre Dame, IN, United States
- Full-time

Account Executive

Sales & Retention, Director of Athletics

Apply Now

Company Description

The [University of Notre Dame](#) is more than a workplace! We are a vibrant, mission-driven community where every employee is valued and supported. Rooted in a tradition of excellence and inspired by our Catholic character, Notre Dame is committed to fostering an environment of care that nurtures the whole person—mind, body, and spirit. Here, you will find a deep sense of belonging, a culture that prioritizes well-being, and the opportunity to grow your career while being a force for good in the world. Whether contributing to world-class research, shaping the student experience, or supporting the University's mission in other ways, you will be part of a dedicated team working to make a meaningful impact on campus and beyond. At Notre Dame, your work matters, and so do you!

Curious about benefits?



Job Description

Notre Dame Athletics develops and challenges each student-athlete to pursue excellence and serve as a force for good in the world. Our vision is to lead collegiate athletics by defining the integrated student-athlete experience and forming champions. To do this, we are eager to attract, recruit, develop and retain individuals who positively contribute to a collaborative, connected culture where all may thrive.

The University of Notre Dame is more than a breathtaking campus — our strong community, long-standing tradition of excellence, and ability to offer innovative resources and opportunities underscores our #1 ranking on the Forbes Best Large Employer list.

As a prospective member of [Notre Dame Athletics](#), we invite you to apply if you have a shared purpose for our distinctly integrated student-athlete experience, an unrivaled passion for people who propel a dynamic and high performing organization, and a proven record of success in your field.

The Account Executive plays a high-impact role in driving ticket and hospitality revenue for some of the most exciting programs in collegiate athletics—football, men’s and women’s basketball, and hockey. This position is responsible for achieving ambitious sales goals by securing and retaining a diverse portfolio of revenue streams, including season tickets, community clubs, full and partial season memberships, hospitality packages, VIP experiences, group ticket packages, and special events.

We are seeking a driven, results-oriented sales professional with a passion for collegiate athletics and a proven ability to close. The ideal candidate brings a positive, competitive mindset and excels at building relationships, communicating across multiple platforms, and prospecting for new business opportunities. This role requires a self-starter who thrives in a fast-paced, goal-driven environment and takes pride in delivering exceptional fan experiences.

The Account Executive will manage a book of 500+ clients and is expected to generate hundreds of thousands of dollars in annual revenue through a combination of new business development, renewals, and upselling. Success in this role comes from strategic account management, creative sales approaches, and relentless follow-through.

This is an exciting opportunity to represent premier collegiate sports brands, connect fans to unforgettable game-day experiences, and make a measurable impact on the growth of the ticketing and hospitality business.

Qualifications

- Bachelor's degree required with a major in business, marketing or communications preferred
- Minimum experience of 1 year in customer service, hospitality, ticketing or related field
- Prior experience working in professional, collegiate or entertainment industry is a plus
- Excellent relationship building and interpersonal skills, with the ability to interact comfortably and effectively with internal and external customers
- Ability to work in a fast-paced environment and manage multiple tasks simultaneously
- Ability to handle heavy volume of outbound and inbound calls and emails
- Excellent interpersonal written and verbal communication skills
- Proficient in software programs including Salesforce/CRM and Paciolan
- Strong time management and organizational skills with an attention to detail
- Ability to work collaboratively in a team-oriented, \"team-first\" environment
- Competitive desire to be the best
- Must be willing to work non-traditional hours including nights, weekends and holidays

Additional Information

Base salary up to \$48,000 + incentive pay

Applications will be accepted through February 10, 2026

The University of Notre Dame seeks to attract, develop, and retain the highest quality faculty, staff and administration. The University is an Equal Opportunity Employer, and does not discriminate on the basis of race, color, national or ethnic origin, sex, disability, veteran status, genetic information, or age in employment.

Moreover, Notre Dame prohibits discrimination against veterans or disabled qualified individuals, and complies with 41 CFR 60-741.5(a) and 41 CFR 60-300.5(a). We strongly encourage applications from candidates attracted to a university with a Catholic identity.

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Notre Dame Careers

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