### Job Description

**Job Title:** Commercial Sales Executive  
**Reports to:** Commercial Manager  
**Salary:** £22,000 to £25,000 depending on experience  
**Hours:** 40 hours per week to include match days  

**Role Summary:**  
Reporting to the Commercial Manager to raise the profile and generate revenue for the Club. Developing effective relationships with clients and stakeholders, both internally and externally, and consistently portraying a high-quality professional image and experience.

**Key Job Outcomes:**  
- Responsible for the sales, delivery and management of the Matchday Hospitality programme.  
- Achieve and exceed overall individual and department sales targets and KPI’s.  
- Ensure all matchday hospitality and commercial sales enquiries are followed up and secured to maximise revenue conversion.  
- Identify new business opportunities and re-establish lapsed business through cold calling, networking and sales activity.  
- Develop and maintain key relationships with hospitality seasonal members, club commercial partners/sponsors and internal/external stakeholders, ensuring they all receive a consistently excellent level of customer service in all interactions.  
- Work closely and in collaboration with the external catering agency; Baxter Storey  
- Support Head of Commercial with regular sales reporting and annual budgeting.  
- Support the matchday team for all home fixtures to deliver the matchday hospitality product.  
- Manage the accounting and invoicing process for hospitality, working closely with the finance department  
- Manage key commercial administration tasks including invoicing and ticketing.

**General Accountabilities:**  
- Be responsible for own safety and not endanger that of colleagues/visitors to the workplace  
- Work in compliance with the Codes of Conduct, Regulations and policies of the Club, and its commitment to equal opportunities  
- Ensure that output and quality of work is of a high standard and complies with current legislation / standards

**Key Skills:**  
- Good team player  
- Calm and flexible approach  
- Good interpersonal/listening/communication skills  
- Confidential  
- Commitment to quality and continuous improvement

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*Cambridge United FC is committed to promoting equality of opportunity for all staff. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.*

*Cambridge United FC is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment*