

*At ASH Interactive, we primarily serve non-profit organizations and small to medium sized businesses. We hold firm the belief that all organizations should have access to the relevant collection of marketing tools and strategies needed to connect them with the people that they serve and lead to organizational growth.*

***ASH Interactive Business Development Coordinator (Sales + Strategic Brand Growth)***

- *Build relevant relationships, educate organizations about our suite of services and have a solid understanding of proven marketing, sales and lead generation strategies.*
- *Simultaneously work on long-term and short-term leads, educating, meeting and securing new clients/projects.*
- *Ability to develop, implement, test and improve upon various inside and outside sales strategies.*
- *Promote ASH's brands and suite of services to clients and potential clients via phone, video calls, email, and in-person meetings.*
- *Ability to drill down on ASH's core brands/services while having the vision to see new potential opportunities.*
- *Assist ASH team and other clients with brainstorming ideas for creative solutions, marketing strategies, and more.*
- *Build-upon and maintain organizational systems for ASH's internal CRM.*
- *Attend chamber of commerce events and other networking &/or client support events.*
- *Plan and designate project resources and collaborate with ASH team on tracking progress of all current projects.*
- *Other duties as needed and assigned.*

*Applicants should also possess the following qualities: reliability, dependability, self-confidence, outstanding verbal and written skills, desire to create and maintain new relationships, strong time management skills, a pleasant and professional demeanor, willingness to work occasional evening or weekend assignments, a desire to collaborate with colleagues, and the ability to work cooperatively with people of diverse personal and industry backgrounds.*

### **REQUIREMENTS/QUALIFICATIONS:**

- *Professional experiences in a combination of sales, project management, communications, education, &/or nonprofit sectors.*
- *Candidates must have strong computer skills including the ability to send and receive emails, familiarity with CRM platforms/strategies, proficiency with Google Suite and social media platforms; such as Meta and LinkedIn.*
- *Smartphone based multimedia production abilities/understanding are a relevant skillset to this role. A willingness to learn new software/programs/technology is a must.*
- *Candidates must possess outstanding interpersonal communication skills.*
- *Direct and relevant professional experiences &/or college certification/degree with successful internships related to responsibilities required. Possessing an entrepreneurial spirit and can-do attitude are beneficial.*
- *Candidates must have reliable transportation to adequately fulfill this role.*
- *Experiences with representing a business at industry trade shows, meetings and conferences is preferred.*
- *Within 90 days, this position should be able to determine and define project scope and objectives using ASH's development systems, predict resources needed*

*to reach those objectives and provide clients with project pricing using ASH's pricing models.*

### **HOURS & LOCATION**

*The Business Development Coordinator is a full time (40+ Hour/Week) position; generally Monday through Friday 9AM – 5PM, however regular flexibility is required for before or after hours events, conferences, etc. Offices are based in Brownsburg, IN with flexible scheduling for the right candidate and strategy. Occasional overnight or weekend travel (for example attending conferences) is a possibility several times per year.*

### **PAY & BENEFITS**

*\$40,000-42,500 base salary plus commission structure. Employees receive (12) days of all-inclusive PTO (in addition to paid holidays), and 401K matching plan & health insurance reimbursement plan after (6) months.*

### **HOW TO APPLY**

*Qualified applicants are encouraged to send a resume, a brief introductory email describing their experiences and reasons for interest in the opportunity to [info@ash-interactive.com](mailto:info@ash-interactive.com).*

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*ASH Interactive LLC ([www.ash-interactive.com](http://www.ash-interactive.com)) is a marketing and content creation company serving central Indiana. Our services include audio and video production, post-production services, photography, website, graphic and social media design, virtual interactives, project management and ongoing 'marketing department' solutions.*

*Additionally, ASH Interactive heads several niche services/brands including Midwest Virtual Experiences ([www.midwestvirtualexp.com](http://www.midwestvirtualexp.com) - virtual event production/virtual environment creation), Virtual Career Tech ([www.virtualcareertech.com](http://www.virtualcareertech.com) - virtual CTE environment creation), and Fresh 5 Crew ([www.fresh5crew.com](http://www.fresh5crew.com) - Great Lakes-inspired apparel with a philanthropic mission).*