

## **Assistant Promotional Manager Job Description**

### **Description:**

The Assistant Promotional Manager assists both the Promotional Manager and the Promotional Representative(s). He/She is the vital connection between the Promotional Representative(s) and the Promotional Manager and TMC. The Assistant Promotional Manager helps raise in-kind gifts from area businesses. These gifts are used to motivate telemarketers and staff, create a positive working environment, and increase awareness of local business.

### **Working Hours & Wages:**

The Assistant Promotional Manager should be able to work 13 hours per week. Most of these hours should be during regular business hours, as to be able to contact the prospects. The Assistant Promotional Manager pay rate will start at \$7.50 an hour.

### **Responsibilities:**

- Professionally represent Western Michigan University
- Create and maintain a Gift Log and Gift Pick-up Log for the Promotional Manager
- Assist Promotional Manager in researching and compiling a list of potential new donors
- Assist in contacting local merchants regarding the incentive program and solicit gifts
- Record comments and outcome in regard to each prospect contacted
- Inform the Promotional Manager of the campaign's progress through notes and reporting
- Account for all contributions
- Assist with the collection of all gifts
- Assist the Promotional Manager in providing the TMC with a list of all businesses to be put in Thank You Advertisements
- Meet on a weekly basis with Promotional Manager and Promotional Representative(s)
- Responsible for placing all businesses that need more information faxed or sent to them in appropriate file folders
- Write and send thank you notes to donors monthly
- Other duties assigned by Promotional Manager or Annual Fund Staff

### **Qualifications:**

Must be a Western Michigan University student. Must have at least one semester of experience with Annual Fund calling or at the Telemarketing Coordinator's discretion. Must be available all year. Persistence, enthusiasm, good communication skills, and organization skills are a must. The Assistant Promotional Manager does not need to have a set of keys.

### **Interested Candidates:**

Submit a cover letter, resume, and schedule of availability to the TMC by Friday, October 20<sup>th</sup> by 5:00 p.m.