

MICA Board Position Description

Title: Sales Business Operations Director

Preferred Minimum Requirements: Business, Sales, or Marketing background
 2 years involvement at Regional level of Destination Imagination
 Knowledge of Destination Imagination program
 Able to attend scheduled MICA Governing Board Meetings

Term: 3 years

Description

The Sales Business Operations Director shall be responsible for leading the sales team in all discussions related to budget, inventory and logistics as well as managing all aspects of MICA sales events in an effort to meet or exceed the expectations for profit set by the Governing Board while providing DI participants products that they want.

Primary Duties

Completion Date

• Co-Chair the MICA Sales Committee	Ongoing
• Work with Sales Committee to determine product line and support materials for the year	By end of Summer Retreat
• Formulate and submit a sales plan to the Treasurer and Affiliate Director; adjust plan if needed	Prior to Fall Board Meeting
• Use sales plan to solicit quotes from and select vendors for merchandise	Prior to Fall Board Meeting
• Present final sales plan to Board of Directors	Fall Board Meeting
• Work with Sales Committee to provide logistics for all planned MICA sales events	Fall Board Meeting
• Compile and present to Board preliminary year-end report	Affiliate Finals weekend
• Compile and present to Board (via Email) the finalized year-end report	Prior to June 15
• Collect orders for and distribute merchandise to MI teams going to Global Finals	Prior to Global Finals
• Work with Sales CreativeDesign Director on update email for Ex-com	1 st of each month
• Lead Sales Committee in all business, inventory, and logistics related discussions	Ongoing
• Work with Committee to provide logistics for Online Sales	Ongoing
• Track and inventory sales merchandise, costs, and profit according to MICA procedures	Ongoing
• Ensure sales merchandise/support materials, and costs sheets are provided for all MICA sales events	Ongoing
• Ensure Sales Committee is working within budget to implement the Sales Plan	Ongoing
• Ensure all products are ordered and available for all planned sales events according to the sales plan	Ongoing
• Serve as a member of MICA Governing Board	Ongoing
• Include Sales Creative Design Director on all email communications with vendors	Ongoing

Key Skills and Knowledge Requirements

- Computer skills with a focus on Microsoft Excel
- Ability to communicate professionally
- Strong organizational and financial skills
- Ability to work effectively and respectfully with adults and children
- Ability to work effectively and respectfully with the Sales Committee and MICA Board of Directors
- Flexibility and willingness to learn new skills