

The Institute of Corporate Directors (ICD) is presently seeking candidates for the following position: **SALES COORDINATOR**

Term: Full-Time Contract - 1 Year.

Location: Toronto, ON

ABOUT THE INSTITUTE OF CORPORATE DIRECTORS (ICD)

Established in 1981, the Institute of Corporate Directors (ICD) is a not-for-profit, member-based organization representing Canadian directors and boards across the for-profit and not-for-profit sectors, Credit Union sectors, and Crown Corporations.

As Canada's largest director community, the ICD creates forums for dialogue, hosts networking opportunities and provides access to world-class resources for more than 17,300 members across a network of 11 Chapters. Members who successfully complete the ICD-Rotman Director Education Program (DEP) and ICD-led examination process earn the highly recognized ICD.D designation.

ICD members provide board oversight across all sectors of the economy and institutions that impact the lives of virtually every Canadian. Learn more at icd.ca.

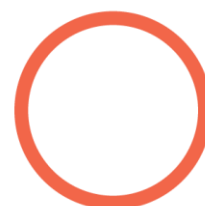
ROLE DESCRIPTION

THE ROLE

Reporting to the Director, Business Development, the Sales Coordinator's main responsibilities will be to assist the BD team in achieving sales targets on education course offerings, and the annual ICD National Director Conference and Fellowship Awards Gala.

RESPONSIBILITIES

- Conduct daily sales outreach, cultivate leads and handle sales inquiries.
- Work with the analytics team to pull relevant data and outreach lists and learning to pull basic data to be self-reliant for regular needs.
- Conduct research for list building and to support strategic sales plans.
- Maintain regular tracking of progress on leads and sales funnel.
- Other duties as needed.



CANDIDATE BACKGROUND:

- The ideal candidate will be a result-driven, mature, and self-motivated professional with past experience in outreach telephone sales.
- Demonstrated ability to work collaboratively across different teams.
- Strong time and project management skills, with the ability to remain flexible with moving priorities.
- Excellent customer service background.
- Strong communication, interpersonal and analytical skills.
- Bilingual preferred (English & French).
- Basic knowledge of SQL for pulling data or a strong willingness to self-learn.
- Experience or good knowledge of using Microsoft Excel. Basic Microsoft Access knowledge an added advantage.

To apply, please send a resume and a cover letter outlining your relevant experiences to humanresources@icd.ca.

The ICD is committed to cultivating an inclusive, accessible environment, where each employee feels respected, valued, and supported. All qualified individuals may apply online. If you require disability-related accommodation to participate in our recruitment process, please note this in your application. We'll be happy to work with you to meet your needs. Thank you for your interest, but only those selected for an interview will be contacted.

Please note that ICD presently works on a hybrid model. As such, candidates will be asked to indicate their availability to work in the ICD downtown Toronto office.

