



Job Announcement

Idaho Lottery – Sales and Key Accounts Manager

The Idaho Lottery is seeking an experienced and motivated person to join our Sales Team as the Sales and Key Accounts Manager.

This position serves as the first line of contact for Lottery Sales Representatives (LSRs) and corporate/chain account Lottery retailers and manages the achievement of sales goals of established retailers through the implementation of marketing strategy/programs, promotional merchandising agreements and sales presentation meetings. This position is also responsible for retrieving and communicating sales figures to corporate/chain accounts and assists in the recruiting and training of retailer accounts. In addition, this position works as the liaison to Sales Representatives in their day-to-day efforts as well as serves as a backup/fill-in Sales Representative, as necessary.

The Sales and Key Accounts Manager will:

Sales Manager Functions:

Sales Representative Liason

- Liaison to the LSRs in their day-to-day efforts and collaborate with them on various functions of their positions
- Ride along with all LSRs bi-annually/travel in-state to observe job performance and provide feedback/coaching on areas of improvement
- Serve as back up to LSRs, as needed
- Assist in conducting annual Sales Rep meetings

Liaison to Corporate Accounts

- Establish and maintain professional business relations with appropriate management individuals within the corporate chain account offices to provide service, advice and assistance in promoting Lottery sales and increasing Lottery presence in their stores.
- Plan, schedule and attend meetings with corporate chain accounts to negotiate agreements for optimum placement of Lottery equipment, point of sale materials and instant ticket dispenser facings, communicate lottery programs and goals, and solicit feedback and input from the chain's field staff (regional managers, district manager, etc.)
- Prepare quarterly sales reports, as requested, for corporate chain accounts to be used in presentations with key personnel from each chain with the assistance of the Business Analyst.
- Coordinate retailer contract issues (new locations, change of ownerships, terminations, etc.) relating to new and existing corporate chain accounts.
- Maintain corporate accounts database with current contact information.

- Develop and coordinate regular emails to corporate chain accounts to communicate pertinent information.

Strategic Planning

- Develop presentation materials and present various Lottery programs and initiatives to corporate contact(s).
- Conduct on-site store visits at each of the corporate stores throughout the year to monitor adherence to Idaho Lottery agreements and to gather information about each account's image, product line, niche in the market, competition, etc.

Recruitment

- Identify businesses (both chains and larger independent retailers) that are good candidates for becoming Lottery retailers.
- Call on those businesses to present the opportunity and to ask for their participation in becoming a retailer.

Other Job Functions:

- Monitor Sales Force Automation/route management system for sales team and work with vendor to implement new, or refine existing processes.
- Attend weekly status meetings, monthly marketing and agency meetings.
- Attend other job-related meetings, conferences, sessions or workshops as assigned.
- Contribute to annual strategic planning sessions.
- Develop and oversee training programs for Lottery Retailers and Sales Reps
- Work closely with Product Manager to monitor and evaluate Scratch game inventories and new game launches
- Assist in testing and development of equipment related software changes
- Manage inventory, filling and pulling claimed out games and cash from lobby Vending machines.
- Monitor sales and service of terminals in the field and present equipment reallocation suggestions to Deputy Director of Sales
- Monitor and request additional/new signage for retailers
- Assist Social Media Coordinator and Wooh Crew with ad-hoc promotions and POS deployment
- Order all dispenser and display inventory for Sales Reps and Lottery Retailers
- Coordinate and/or participate in special events and promotions for the purpose of promoting lottery ticket sales to increase public awareness and promote and foster a positive image of the Idaho Lottery.
- Assist in the interviewing process for current sales openings
- Other duties as assigned

Knowledge, Skills & Abilities

Minimum *(The required skills and qualifications needed to perform the job)*

- Must possess good working knowledge of sales principles, practices, dynamics and psychology, as well as general knowledge of routine business procedures, processes and systems.
- Must possess higher level working knowledge of Excel and be able to create spreadsheets.
- Must possess working knowledge of other Microsoft Office programs including Power Point and Word.
- Must possess well-developed and professional writing, communication, coordination, mediation, persuasion, evaluation and organizational skills.
- Must have the ability to effectively interact with all types of people at all levels and build respectful, influential relationships.
- Must have valid drivers' license.
- Must successfully pass criminal, credit, and public records background checks conducted by the Idaho Lottery.
- Must successfully pass pre-employment drug test.

Preferred *(Attributes/specialty areas)*

- Five years of Lottery regional sales experience or other consumer products in an established territory
- Demonstrated 5 years' experience with increased responsibility calling on corporate accounts and headquarters, preferably in the lottery industry

This is a full time position located at Idaho Lottery Headquarters in Boise, Idaho. Pay for this position is \$25.00-\$27.00 per hour, depending on experience and will receive full, State of Idaho employee benefits.

The Idaho Lottery is a self-governing State agency and offers a great benefit package including: medical, dental, vision, disability and life insurance; paid sick and vacation time; all paid State holidays; State retirement program (PERSI); and many others.

If you feel this is the job for you and you wish to apply, please send a **cover letter/letter of interest** which should include details about your interest in this position and what makes you a qualified candidate along with your **resume** to jobs@lottery.idaho.gov, or send to the Idaho Lottery, Attn: Jennifer Quinno-Miller, 1199 Shoreline Lane, Suite 100, Boise, Idaho 83702. Job posting closes July 16, 2021. Submissions must be received or post marked BY end of day on the closing date. Those received or post marked after the closing date will not be considered.

***Submissions without both a cover letter and resume may be discarded, so please be sure to include both.**

The Idaho Lottery is an Equal Opportunity Employer!