

## **Distributor Major Account Manager**

*The Distributor Major Account Manager is the first point of contact with PPAI for attendance to PPAI events. The DMAM will oversee the Distributor Engagement Program through financial and other incentives to encourage groups to send their employees or affiliates to PPAI events. Additionally, the DMAM will oversee the large Distributor access to the PPAI marketplace ensuring the distributor company qualifies in accordance with PPAI Bylaws.*

### **Reporting Structure**

Title of reporting manager: Director
Department: Expositions

### **Job Status**

FLSA Status (Exempt / Non-Exempt): Non-Exempt
Compensation (Hourly / Salary): Salary
Job Status (Full-Time /Part-Time /Temp): Full-Time
Daily Schedule (Start time Flexible / Not Flexible): Flexible
Work Location: Position must work from HQ location: Yes

### **Job Discretion**

How many people does this position supervise: 0
Does this position have disciplinary responsibilities: No
Does this position have hiring / termination responsibilities: No
Does this position have evaluation responsibilities: No

#### **Essential Functions and Primary Duties** *(list up to 10 most important points)*

1. Works with industry groups to increase attendance at PPAI tradeshows by creating programs and incentives for greater attendance at PPAI tradeshows
2. Helps establish group attendance goals for PPAI tradeshows.
3. Creates budget for support of the group attendance at PPAI tradeshows.
4. Work with the marketing department to coordinate all materials and marketing to the industry groups.

#### **Secondary Responsibilities** *(list up to 7 lesser important points)*

1. Creates a strong working relationship with key individuals within each large group.
2. Work closely with other departments to maximize revenue opportunities, when available, for association events, publications and other opportunities.
3. Identifies opportunities and coordinates deeper involvement of large group members with PPAI
4. Creates a data base of all large groups and documents the key business practices and organization structure of each group.
5. Sells advertising and sponsorship to large distributors for PPAI publications and events, as appropriate
6. Give presentations to large groups or other events about PPAI and the industry.
7. Travel to large group offices and their events as warranted.
8. Additional responsibilities as identified by Director of Expositions.

## Association Wide Responsibilities & Values (expectations of everyone)

1. Provide honest and ongoing communication as needed to support success throughout the organization
2. Meet established deadlines for all projects, reports and communications for all audiences both internally and externally.
3. Provide high-quality products, reports, communications and projects for all audiences internally and externally.
4. Be fair, consistent, responsive and supportive of leaders, staff, board members, members and vendors
5. Be empowered, accountable and responsible for your career success, actions, influence and impact upon the organization as a whole.
6. Foster cultural values, mission and overall organizational guidelines of PPAI.

### Education Requirements

School/Certification Authority	Degree/ Certification	Major/ Minor
College: Preferred	BA / BS	Sales, Marketing, Business Administration, Management, etc.
Certifications: Preferred	CEM, CAE	
Graduate Accredited University:	N/A	

### Experience Requirements

Type of Work	Years of experience	Depth of Experience
National Account Sales	4+ Years	High, preferably in group sales
Marketing	1+ Years	Moderate
Project Management	2+ Years	Moderate

### Knowledge, Skills and Abilities

KSA's	Years of experience	Depth of KSA's
Communication Skills; written & verbal	5+ Years	High
Leadership Skills / Relationship Building	2+ Years	High
Organization Skills	2+ Years	High

### Physical Requirements

- \*Sitting: Up to 8 hours per day in office / minimal at shows
- \*Standing: Maximum 4 hours per day in office / Minimum 8+ hours at tradeshow
- \*Lifting: 25 pounds (tradeshow related)
- \*Pushing/Pulling: 25 pounds (tradeshow related)
- \*Bending/Stooping: 25 pounds (tradeshow related)
- \*Extended work hours, extended weeks (endurance requirement):  
Some weekends (tradeshow related) yes

### **Work Environment**

\*Office environment: Yes

\*Trade show floor or event venues:

Travel multiple days per trip, up to 40% (tradeshows)

\*Temperature controlled environment: Yes

\* Travel: Must be able to travel: Yes, see above

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