

# FUTUREPROOF

**Position: Sales Coordinator**

**Location: Remote**

**Type: Full-Time**

## JOB SUMMARY

Join the award-winning Future Proof team and be part of redefining B2B events in the finance industry. The sales coordinator is responsible for managing and reporting on the sales team's progress and goal progression. This role serves as a liaison between sales, operations, and the sponsors for all Future Proof events.

## KEY AREAS OF RESPONSIBILITY:

- Support the sales team in all aspects of the sales process
- Own correspondence from the initial target, proposal, negotiation, and closed won funnels, including:
  - Scheduling calls and or meetings with prospects
  - Creating proposals
  - Drafting agreements
  - Requesting signatures and updating all files accordingly when a deal closes
  - Welcome new sponsors with an official email providing all necessary details
- Manage pipelines and data in Hubspot, ensuring accuracy in deals
- Collaborate with operations on tracking deliverables that are purchased by sponsors
- Represent the Future Proof brand at all events supporting the sponsor experience.
- Manage sponsorship inbounds from the website

## WHAT WE OFFER

- Competitive salary and benefits package, including generous paid time off, health benefits, and a 401k after 6 months.
- Professional growth and development opportunities.
- Fully remote work environment with travel opportunities to Future Proof events and employee gatherings throughout the year.

## HOW TO APPLY:

Please submit your resume along with a brief cover letter detailing your interest and suitability for the role to [hello@futureproofhq.com](mailto:hello@futureproofhq.com). We're excited to hear how you can contribute to our team at Future Proof!