

**Title:** Sales Incentive Project Manager  
**Reports To:** VP, Strategy and Leadership Development  
**Department:** Sales  
**Classification:** Full-Time/Exempt

**Position Summary:**

The Incentives Manager is responsible for executing a variety of Designer incentive and sales programs. Duties include incentive plan development, marketing campaigns for incentive strategies, and the execution of incentive sales programs and rewards. The candidate must have a very strong background in customer service and coordinating/managing projects and be a team player. This position will work closely with the VP of Sales and various department heads to coordinate reporting, back office information and to ensure proper incentive execution.

**Responsibilities:**

(These responsibilities must be able to be performed with or without reasonable accommodations.)

- Manage multiple projects and deadlines without losing track of end goals.
- Develops and implements sales strategies and policies based on current sales trends.
- Researches incentive and marketing programs from competitors and provides concepts to stay competitive and fresh.
- Willingness to take independent actions and calculated risks while seeking out new opportunities to grow the bottom line.
- Demonstrates accuracy and thoroughness and a commitment to excellence.
- Adept at making timely decisions based on the needs of a growing business in an efficient manner in a fast-paced environment.
- Displays willingness to make decisions and exhibits sound and accurate judgment and initiates new ways to improve and promote quality.
- Supports and explains reasoning for decisions and includes appropriate people in decision-making process.
- Implements Designer sales incentive programs and trips to maximize the desired Designer behavior
- Understands Designer behavior trends associated with incentive programs and trips
- Improves the execution and results of Designer incentives by analyzing, evaluating, re-designing processes and implementing changes.
- Provide support for the Designers, to include answering questions, resolving escalations and discussing concerns with management.
- Collaborates with other departments to maintain strong communications and consistency.
- Develops a proposed communication plan for Designer incentive programs and trips. Working with key departments on implementation of agreed plan.
- Organizes, submits, and approves the appropriate requests including but not limited to: copy, creative, product pull, and merchandising requests.
- Formulates a plan with sales, marketing, and creative teams for Designer Incentive Programs and Trips encompassing but not limited to: incentive name, tag lines, logos, flyers, training, and tracking of incentive.
- Responsible for drafting and management review process of FAQs and Terms and Conditions for all Designer incentive programs and trips.
- Presents proposed cost of incentive items to finance and directors for approval.
- Assist in development, coordination, and approval of all incentive swag, jewelry and promotional items with product development, purchasing, finance, and external vendors.
- Ensures that finance and IT are aware of incentive qualifications and are able to provide accurate tracking for Designers and final reports.
- Verifies list of Designers who earned the incentive with Finance, IT and or Career and Guidelines before announcing to the field.
- Discusses and plans for the logistics of an incentive with appropriate departments.
- Some travel required.

**Minimum Job Requirements:**

- Bachelor's degree in related field AND two year of project coordination experience; OR five years of project coordination/management experience; OR any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

While performing the duties of this job the employee must be able to sit continuously to perform essential job functions throughout the entire shift. May require walking primarily on a level surface for periodic periods, throughout the day. Requires interacting with others, interpreting spoken messages, constant keyboarding, sitting, hearing and talking are required. The employee will occasionally stand and walk, and infrequent bending at the waist, twisting of the upper body, kneeling, being mobile on even surfaces, squeezing and crouching are also required. Requires infrequent lifting and carrying of 1-25 pounds.

*This position description is not intended to be and should not be construed as an all-inclusive list of responsibilities, skills or working conditions associated with this position. While this description is intended to accurately reflect the position's activities and requirements, management reserves the right to modify, add or remove duties as necessary.*

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