

Drug Free Sport[™]

The National Center for Drug Free Sport, Inc.

Job Description

Updated: 1/17/2012

POSITION: Resource Exchange Center (REC) Account manager

NAME: TBD

REPORTS TO: Eric Patterson, Director of the REC

BASIC FUNCTION:

1) assisting with day-to-day tasks associated with the Resource Exchange Center; 2) directing all sales and marketing functions related to myPlaybook, an online drug-education product offered by Drug Free Sport, in accordance with the policies and procedures of Drug Free Sport to increase revenue through new and existing clients; and 3) giving in-person drug-education presentations as a member of Drug Free Sport's speakers bureau. The Account Manager will be responsible for assisting the Director of the REC as needed. Duties will include gathering, researching and disseminating accurate and current information on dietary supplements and other substances or methods intended for performance enhancement and/or banned in sport.

DUTIES AND RESPONSIBILITIES:

1. Assist in operations of the Resource Exchange Center (REC) by:
 - Responding to dietary supplement inquiries from clients via the REC telephone hotline and Internet.
 - Collecting data on dietary supplements including reports of adverse reactions and, when indicated, reporting to government agencies responsible for monitoring the safety of drugs and supplements.
 - Remaining knowledgeable and current in dietary supplement and performance-enhancing drug issues via review of published research and informational databases and through active membership in professional associations in sports sciences.
 - Maintaining computerized log of telephone and Internet/online inquiries and responses and generating periodic reports.
 - Establishing professional relationships with affiliated organizations to enhance REC outreach.
 - Assist in creating and maintaining resource center of articles, research and studies, and communicating findings to REC constituencies.
 - Remaining knowledgeable and current on substances banned by sport governing bodies.
 - Staying up-to-date on nutrition trends and offering clients nutritional alternatives to dietary supplements or other harmful substances.
 - Establish performance goals for REC and monitor performance on a continual basis.
 - Responsible for assisting the Director of the REC to develop and maintain annual budget.
 - Additional duties as assigned.

2. Direct sales and marketing functions related to myPlaybook by:
 - Revising and implementing a plan to market myPlaybook including, but not limited to, marketing literature, electronic media and other marketing items.
 - Develop prospective client leads and establish positive relationships with key decision-making personnel.
 - Establish and maintain new business and sales opportunities and initiate myPlaybook action plan to secure new business for Drug Free Sport.

- Negotiate, review and coordinate sales contracts related to myPlaybook.
 - Establish performance and sales goals for myPlaybook and monitor performance on a continual basis.
 - Meet with Vice President, Director of REC, and Director of Sales and Marketing to establish and evaluate sales goals.
 - Analyze statistics and reports to determine business growth potential.
 - Coordinate all myPlaybook sales and marketing strategies with other departments/divisions as necessary.
 - Organize and participate in national and local sales activities in order to promote new business and assure client satisfaction.
 - Attend sales training seminars and meetings as required.
 - Maintain a positive working relationship and strong communication with Drug Free Sport employees and independent contractors.
 - Assist in preparing reports as needed.
 - Work closely with other Drug Free Sport directors to maintain continuity and quality of drug prevention services.
 - Provide assistance to Drug Free Sport staff on special projects as needed.
 - Write weekly blogs on topics related to myPlaybook and update social media streams on a daily basis.
3. Conduct in-person drug education presentations for athletes, coaches, athletic administrators and other REC constituents.

QUALIFICATIONS:

- Minimum of bachelor's degree in biochemistry, exercise physiology, sports nutrition, pharmacology, health education or related sports-sciences field.
- A minor or concentration in marketing is preferred.
- Master's level education is preferred.
- 2-3 years experience and proven track record of success in outside sales and marketing.
- Candidate should possess specific working knowledge of athletics and sports drug prevention.
- Participation in organized collegiate athletics preferred.
- Strong project management skills required.
- Ability to handle multiple projects required.
- Highly credible and persuasive interpersonal skills with ability to inspire staff and clients.
- Excellent communication (written/oral/listening) skills individually and in small/large groups.
- Highly motivated with passion for excellence, extremely detail oriented with focus on managing time and prioritizing tasks.
- Analytical thinking and problem-solving skills.
- Willingness and ability to travel, including overnight trips required.
- Working and operational knowledge of MS Office Suite and the Internet.
- Working and operational knowledge of social media networks (Twitter, Facebook, LinkedIn, etc.)

To apply, please submit a cover letter, resume and list of references by **February 17, 2012** to:

The National Center for Drug Free Sport, Inc.
 Attention: Eric Patterson, Director of the REC
 2537 Madison Ave
 Kansas City, Missouri 64108

Or

You may e-mail a cover letter, resume and list of references to info@drugfreesport.com, attention Eric Patterson, Director of the REC

No phone calls please.

About Drug Free Sport:

Drug Free Sport[™]

The National Center for Drug Free Sport (Drug Free Sport[™]) is a company devoted to preventing drug abuse in athletics. As the premier provider of drug-use prevention services for athletic organizations, Drug Free Sport provides strategic alternatives to traditional drug-use prevention programs. More importantly, Drug Free Sport is a SPORT drug-use prevention company. Unlike traditional third-party drug-testing administration companies that conduct primarily workplace and insurance testing, Drug Free Sport works exclusively with sports organizations and their athletes.

About the Resource Exchange Center (REC):



Where do you go for answers to tough questions about dietary supplements and banned substances in sport? The answer is Drug Free Sport's Resource Exchange Center, also known as the REC. The Resource Exchange Center is a subscription-based service that exists to provide up-to-date, confidential and accurate information on dietary supplements, dangerous and/or banned (prohibited) substances, and provide interactive tools and educational materials to empower athletes to make healthy and responsible decisions. Subscribing organizations include the NCAA, MLB, NFL, PGA TOUR, state high school associations and many others.

About myPlaybook:



myPlaybook is an evidence-based program designed to prevent alcohol and other drug related harm. This interactive, web-based program engages students using state-of-the-art instructional design. myPlaybook is divided into two separate programs: the collegiate program was created specifically for student-athletes, and the high school program is designed for all students but includes an extra component for those participating in athletics.