



Opening Date: 5/28/19
Closing Date: Open Until Filled

Vacancy Announcement #55-19 Sales Manager

SALARY: NEGOTIABLE

DC Residents Preferred

EVENTS DC

Engage, Excite, Entertain.

Events DC is the face of conventions, sports, entertainment and cultural events within our nation's capital. As the official convention and sports authority for the District of Columbia, Events DC leverages the beauty, history and diversity of the most powerful city in the world to attract and promote an extensive variety of events, resulting in amazing experiences for residents and visitors alike, and generating economic and community benefits for the city.

Our success comes by focusing on divisions that reflect three lines of business: Conventions and Meetings, Sports and Entertainment, and Special Events, where we make a range of strategic investments in the region's marquee sports, entertainment and cultural properties. Each division is driven by the desire to bring stellar events to Washington, DC by providing superior customer service to our clients and visitors.

SUMMARY DESCRIPTION

The Sales Manager is a responsible, professional position that requires a person with considerable sales experience who is highly assertive, creative, motivated, organized and detail-oriented, and is able to accomplish a broad range of tasks with limited supervision. This person is primarily responsible for managing activities related to the booking of the Center's local events (within 24 months). Close coordination of activities with divisional staff and staff of other Center divisions/ departments is required, Reports to the Director of National Accounts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed, the omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment.

EXAMPLES OF WORK ASSIGNED

- Primarily responsible for the successful supervision and execution of the local event booking sales program process to ensure maximum efficiency and accountability in order to maximize space at the Center.
- Assertive self-starter with strong telemarketing skills, networking abilities at professional industry organizations, and ability to call upon existing accounts and prospect for potential new clients for the convention center.
- Develop comprehensive plan and strategy for sales growth.
- Develop a database of qualified leads through referrals, telephone canvassing, face to face cold calling on business owners, direct mail, email, and networking.

- Works closely with the Senior Contracts Administrator and Administrative Assistant to ensure space availability for events that are less than 24 months in the future, which are booked by the Center accurately and efficiently
- Arranges and conducts site inspections for potential and/or booked customers,
- Works in conjunction with Destination DC (official convention bureau for Washington, DC) in the sports market for lead referrals
- Follows up telephone, written and in-person inquiries associated with requests for space.
- Exercises sound independent judgment under the direction of the V.P, Sales.
- Represents the Center at tradeshow/meetings as salesperson, under the supervision of the VPI Sales.
- Assists the Director of Convention Management, VP, Sales, and the Senior Vice President & General Manager with special projects as required.
- Carries out managerial responsibilities in accordance with Events DC. Policies and applicable laws and regulations.
- Performs other customer related Special tasks and duties as assigned.

SKILLS KNOWLEDGE AND ABILITIES

- Skills required to develop sales/marketing tools.
- Possesses excellent analytical skills.
- Detail-oriented and highly organized.
- Proficiency with Microsoft Office Suite.
- Ability to prospect new business accounts
- Ability to express ideas and convey information effectively, both. orally and in writing.
- Ability to make decisions with minimal supervision and sound judgment unilaterally.
- Ability to perform sales research regarding convention/hospitality related topics.
- Ability to work within assigned priorities and Center's rules, regulations, policies and procedures.
- Ability to work a flexible schedule, including days, evenings, nights, weekends and holidays.

CORE COMPETENCIES (FUNCTIONAL MANAGER STAFF)

- Financial Awareness
- Strategic Thinking
- Project Management
- Operational Effectiveness
- Job Knowledge and Technical Expertise

ADA ESSENTIAL FUNCTIONS

- Ability to read instructions, directions, letters, memos and other written materials.
- Ability to converse orally and utilize standard telephones and two-way radios to receive and communicate information with staff and clients.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Sales, Marketing, Business Administration or a closely related field or equivalent experience.
- Five (5) years' experience in sales, preferably in convention, exposition or hotel industry.

REQUIREMENT

- All positions require candidates to successfully complete our background screening process

In an effort to protect our environment from paper waste all candidates must apply on-line on our website:
<http://careers.wcsa.com/employment/application.aspx>

Monday – Tuesday and Friday – 7:00 a.m. – 11a.m.
Wednesday and Thursday – 8:30 a.m. – 3:00 p.m.

**Washington Convention & Sports Authority T/A Events DC
Human Resources Department
801 Mount Vernon Place, NW
Washington, DC 20001**

All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.